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SOUTHERN ILLINOIS UN

Office of the President

January 7, 1964

To All Faculty Members, Carbondale and Edwardsville Campuses:

North Central Association of Colleges and
Secondary Schools Accreditation Visit

You will be interested in knowing the dates that have been set for the doctoral accreditation visit of the North Central Association - January 20-23, 1964. The evaluation team will be composed of Walter C. Langsam (chairman), President, University of Cincinnati; Sam G. Gates, Dean, Graduate Division, Colorado State College, Greeley; Willard L. Thompson, Dean, Evening School and Summer Session, University of Minnesota; George Waggoner, Dean, College of Liberal Arts and Sciences, University of Kansas; John W. Ashton, Vice-President for Graduate Studies, Indiana University; John W. Clark, Chairman, English Department, University of Minnesota; Jack C. Gilchrist, Chairman, Psychology Department, University of Wisconsin; and Thomas Langevin, Center for Study of Higher Education, University of Michigan, an observer. Since this review has been some two years in preparation, it may be helpful to recall a number of points important to the success of the accreditation examination:

1. Scope - The North Central Association, in its accreditation goals, tends to examine an entire university, even though the primary request is to examine at a certain level of degree program, in our instance the doctorate. While it is therefore fair to assume that the major emphasis will be upon examination of doctoral programs and the ability of the University to initiate, develop, maintain, control, and review their activities, we may nevertheless need to expect to have some inquiry into other graduate and undergraduate programs, as well as into functions which support the adequate operation of an accreditable university. The examiners are likely to concentrate most of their effort on the Carbondale campus, where most of the doctoral work is now being conducted; however, they will also be concerned about activities on the Edwardsville campus.
2. Preparation - During the past two years, a Self-Study Report has been in preparation. The report, some 1,100 pages in length, has now been submitted to the North Central Association. The report includes the following sections: Preface - a statement on consultation, preparation procedures, and accreditation requests; Chapter I - history and description of the University, including appropriate excerpts from the Statutes plus statistical information on student population, faculty welfare, and space; Chapter II - a historical and descriptive statement of the development of the Graduate School; Chapter III - library and research resources; Chapter IV - a presentation of doctoral programs in summary form,

with appropriate excerpts from Supplements; Appendices: A - faculty resources, B - doctoral student data, C - listing of Ph.D. graduates, D - financial data; Supplement One, Statement of Strengths and Limitations, Supplement Two, Graduate Faculty Personal Data Summary, Supplement Three, Doctoral Program Approval Requests. Of special concern to all faculty members is Supplement One, wherein each unit of the University evaluated itself. Many of you participated in the formation of your unit's statement. Since the size of the Self-Study Report precludes economical reproduction for the entire faculty, copies have been made available for examination in the Graduate School Office.

3. The Concept of Preliminary Accreditation - The examination in January, 1964, is for preliminary accreditation. Preliminary accreditation is the stage of accreditation required of all universities seeking approval of a new program or degree level. It denotes that a university has been working under the consultation of the North Central Association and has now reached the point where the programs are thought to be nearly ready for full accreditation. Following the preliminary examination, the examiners present their findings to the North Central Association Commission on Colleges and Universities for confirmation (meeting in April, 1964). Following confirmation, a period of 2 to 5 years, depending upon the findings of the examiners, usually must elapse before full accreditation is granted. During that period of time, it is assumed that the university will continue to perfect and improve its ability to conduct high quality academic studies, in our instance at the doctoral level.

It is important to differentiate between the recommendations of the consultants employed in 1962-63 under the advisorship of the North Central Association and the level of accreditation for which the examination team is visiting in January, 1964. The North Central Association requires a preliminary accreditation examination prior to a full accreditation examination. While it was the judgment of the consultants that our development in some areas was equal to that expected for full accreditation, the policies of the North Central Association do not allow a "split" examination. We shall therefore be examined for preliminary accreditation.

4. North Central Attitudes and Routines - Our examiners are mature and highly competent educators. Therefore, their approach will be one of seeking information. It is likely that the examiners will be quite open in their search for information, and will expect the examinees to be open in their responses--the attitude should be one of mutual helpfulness. The North Central Association prescribes no set routine of examination; therefore, the examination procedure will be developed and controlled by the team as it prepares for its visit. It is reasonable to assume, since the team is composed of seven members and will be on the campuses for four days, that the examination will be reasonably inclusive. Where it will not interfere with their normal activity, it would be advisable for staff and faculty members to hold themselves available during the week of the visit.

Charles D. Tenney
Vice-President for
Instruction

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SERIALS DIVISION

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

January 24, 1964

SPECIAL BULLETIN TO THE UNIVERSITY FACULTY

Tax-deductibility of travel and related research expenses by college professors and instructors will be recognized by a new Internal Revenue ruling (63-275) published December 30, 1963. The ruling grows out of a conference called by Revenue Commissioner Caplin to discuss the Davis case, in which Internal Revenue had rejected claims for travel deduction by a professor who went to Europe for research in his field.

The new ruling, in part, is as follows:

"...research expenses, including traveling expenses properly allocable thereto, incurred by a professor for the purpose of teaching, lecturing, and writing and publishing in his area of competence, as a means of carrying out the duties expected of him in his capacity as a professor and without expectation of profit apart from salary, represent ordinary and necessary business expenses incurred in that capacity and are, therefore, deductible under Section 162 (a) of the Code.... The responsibility rests with each professor to show that the amounts claimed are reasonable in relation to the research performed and that the research is in his area of competence; that is, that the research is directly related to the general field in which the professor is performing services as an educator."

Note: The Tax Court had previously held in the Davis case that the expense incurred must be a requirement of condition of employment. The American Association of University Professors has done the major work on getting the new ruling.

John S. Rendleman

John S. Rendleman
General Counsel

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Office of the President

January 31, 1964

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y
SERIALS DIVISIONSalary Studies 1963-64

On February 15, 1962, and on December 14, 1962, we reported to the University Faculty the results of salary studies conducted in cooperation with local representatives of the American Association of University Professors.

Several salary studies are conducted each year by the University for budgetary purposes and for the purpose of assisting various organizations concerned with improving the status of the teaching profession. Since no two of these studies use quite the same definitions of faculty or compensation bases, we have adopted the annual report to the AAUP as the representative base for discussion of salary studies results.

This study is based upon a "faculty" which includes only those persons, regardless of rank, whose primary duty is academic instruction of college-level classes on full-time appointments.

We now wish to present to the faculty the following data for 1963-64 which have been mailed to the national office of the AAUP for use in their national salary survey for the year:

Southern Illinois University, 1962-63

	Average Nine Months' Salary	Minimum Nine Months' Salary
Professors	\$12,648	\$8,595
Associate Professors	9,585	7,830
Assistant Professors	7,978	5,850
Instructors	6,266	4,860
Lecturers	6,692	4,365
All Ranks	8,909	-

Ground rules were sufficiently similar to permit comparison between 1962-63 and 1963-64 data. Such comparison indicates that Southern Illinois University has held the same position on ratings provided by the AAUP for average compensation in all ranks for 1963-64 as in 1962-63. While we have been able to maintain the same relative position on the rating scales for the last two years, we have not been able to recover the former competitive position which we held in 1960-61.

Staff members will recall that some \$900,000 of badly needed personal services monies, much of which had been earmarked for salary increases, were not approved by the General Assembly for the 1961-62 biennium. Further, the funds for salary adjustments in the operating appropriations bill for Southern Illinois University for the 1963-65 biennium were reduced to barely half of the requested amount by the Board of Higher Education.

We are now, therefore, continuing our efforts not only to obtain salary increases to maintain our present ratings and relative position but also for "catch up" funds to restore to us the relative position we formerly held.

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Delyte W. Morris
President

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

February 14, 1964

SPECIAL BULLETIN TO THE UNIVERSITY STAFFREVISION OF BY-LAWS AND STATUTES OF THE BOARD OF TRUSTEES

At the January 22, 1960, meeting of the Board of Trustees, the problem of how to proceed with bringing the Statutes into line with the needs of a large, growing, complex, multi-campus university was discussed. It was agreed that the Procedures Committee would study the problem and that, during this time, the President would have the authority to redelegate administrative responsibilities. As a result of the Procedures Committee's work, the University Council, as now constituted on an all-University basis, was set up by the Board on August 11, 1961. The new University Council then took over the responsibility of the Procedures Committee to study the reorganization of the council structure and further revision of the Statutes. During 1962 the University Council studied the matter of establishing a Communications Council and, after securing faculty reaction, proposed an amendment for this purpose. This proposal was considered at the March 6, 1963, meeting of the Board of Trustees. This proposal was tabled, and the administration was authorized to proceed with the appointment of the Council on an ad hoc basis. At that meeting and the meeting of August 11, 1963, the Board of Trustees reaffirmed its position that the President be authorized to establish an interim University organization, redelegating administrative and Council responsibilities in accordance with needs so that a suitable arrangement could be made operative and, after revision in the light of experience, a proposal for full revision of the Statutes could be presented to the Board. This procedure was intended to obviate the necessity for incomplete or piecemeal revision and amendment.

Thus the University Council has had in hand and has been studying proposals for the revision and condensation of the revised By-Laws and Statutes of the Board of Trustees. Last year it was decided that an outside view was required and after one or two false starts we were fortunate in obtaining the services of Provost Harvey Davis of the State University of Iowa (who many years ago had helped design the original By-Laws and Statutes) to prepare a draft of a revision and condensation for the consideration of all interested parties.

Provost Davis has now completed a tentative draft and has presented it to the University Council and the Faculty Council which, at long meetings held on February 12 and February 13 respectively, heard him explain the principles upon which he is working. First, he has attempted to eliminate a great deal of detail, on the assumption that the details can be handled as operating principles and rules of the various units of the University, subject to modification as required, rather than as Board of Trustees statutes which must go through a cumbersome process of amendment. Secondly, Mr. Davis indicated that since Southern Illinois University has become a large, diversified, multiple-campus institution, its practices and procedures could probably benefit by being designed along the lines of a rational model. He pointed out that other large mid-western state universities which have similar problems over the years have achieved workable solutions to these problems. Thirdly, Mr. Davis has concentrated in the Statutes upon the basic central organization of the University, omitting a number of councils which could perhaps become committees and omitting a number of agencies which

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have specialized functions. The omission of such agencies from the Statutes has no implications about their continuing status and place in the organization, but he feels the Statutes themselves should deal only with core matters that affect everybody, and should not detail the functions of specific units. Finally, Mr. Davis has attempted to generalize and condense the language of the Statutes as much as possible, even in those sections dealing with the central organization. The result is a document which is much shorter, much more flexible, and much easier to modify than the present By-Laws and Statutes.

The University Council is now in the process of obtaining reactions from the agencies most affected, particularly such all-University groups as the Faculty Council and the Graduate Council. When they have had an opportunity to react to the document, the University Council then intends to meet with the Faculty Council, the Graduate Council, and Mr. Davis. About the middle of March, it will circulate a revised draft to all members of the staff for comments and suggestions and, if desired, will provide opportunities for open discussion of points of concern.

At the February 12 meeting of the University Council, the consensus was that Mr. Davis' ability to cut through a mass of details and to identify the essential needs of the organization have made his draft a major contribution toward perfecting the developing organization of the University.

Delyte W. Morris
President

SOUTHERN ILLINOIS UNIVER.

Office of the President

February 21, 1964

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

Promotion Review for 1964

At a meeting on January 4, 1964, the University Council discussed promotion procedures for the current year. The Council had in hand a report from the ad hoc Committee on Promotion Policy, but felt that adequate consideration could not be given to it in time effectively to implement new procedures for this year's promotions. The Council was, however, much impressed by a recommendation of the Committee to increase the amount of faculty participation in promotion recommendation and review. It therefore adopted a resolution that the deans, directors, and division heads this year take steps to encourage faculty participation in the promotion procedures within their units and that a group of full professors be asked by the President to be available to consult with him on an all-University basis during the final stages of the review.

In accordance with this resolution, I have requested seven full professors who hold no administrative assignments to advise me about promotions. These professors represent the following broad fields, but each of them will examine the entire promotion list:

1. Language and Literature
2. Creative and Performing Arts
3. Physical Sciences and Technology
4. Biological Sciences and Agriculture
5. Behavioral Sciences
6. Policy Sciences and Business
7. Professional and Vocational Training

So that these individuals may work as completely free agents while making their initial study and report on the materials submitted in support of this year's promotion recommendations, they are not now being identified. Later on the group may be called together for general discussions of promotion policy, at which time their names will be announced if they so desire.

It is hoped that this group will provide substantial faculty assistance in judging such matters as the general quality of the persons recommended for promotion, the conformity of the recommendations to the standards for promotions now approved by the Board of Trustees, and the best means of using these promotions both to provide the proper incentives to excellent performance and to improve the quality of the ranks to which the persons are promoted. It is also hoped that the thorough-going work already done by faculty members and administrators in the various educational units will make it possible to present this year's promotion lists to the Board of Trustees at the April meeting.

Delyte W. Morris
President

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President
for Operations

February 26, 1964

SPECIAL BULLETIN TO THE FACULTY

Mr. Robert Brissenden, Secretary of the Teacher
Certification Board, will speak to interested faculty members
about new certification requirements in Illinois on Tuesday,
March 3, at 10:00 A.M. in the Morris Library Auditorium.
Mr. Brissenden is being brought to the campus under the
auspices of the Illinois Education Association, Campus Chapter.

William J. McKeefery
Acting Vice President
for Operations

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SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of Vice President
for Operations

SEVERE DIVISION

March 2, 1964

SPECIAL BULLETIN TO FACULTY AND STAFF

On Thursday, March 5, 1964, the Southern Illinois University warning whistle will be sounded at 2:45 p.m. This sounding of the whistle will be to help all of us to recognize the signal which will be used when it becomes necessary to signal severe weather.

FACULTY MEMBERS ARE REQUESTED TO TAKE A FEW MINUTES TO PRESENT THIS INFORMATION TO THE STUDENTS IN THEIR TWO O'CLOCK CLASS AT THE TIME THE WARNING WHISTLE IS SOUNDED ON MARCH 5, 1964. THIS IS A TEST ONLY.

SEVERE WEATHER SIGNAL

A THREE-MINUTE INTERMITTENT SERIES OF BLASTS FROM THE S. I. U. EMERGENCY STEAM WHISTLE.

This means that danger is imminent and that all persons should TAKE COVER in the designated areas.

Yellow Shelter Area Signs have been placed in all classrooms, and they indicate the approved Shelter Areas for students and others.

This is to inform all persons that there is no longer an ALERT SIGNAL for SEVERE WEATHER. Only one signal will be used. The whistle means TAKE COVER as severe weather is imminent.

Classes are not to evacuate--the whistle is for testing only.

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William J. McKeefery
Acting Vice President
for Operations

MISS DOROTHY E. HEICKE
GENERAL LIBRARY
CARBONDALE CAMPUS

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

March 19, 1964

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

Title Style

Over the years, Southern Illinois University has developed a standard style for listing members of the University Faculty in official bulletins and directories. This style is based upon listing first the academic rank, then the name of the principal educational unit served. To give some real and hypothetical examples:

Associate Professor of Chemistry (at Carbondale)
Associate Professor of Science and Technology (at Edwardsville)
Professor of Speech
Assistant Professor of Agricultural Industries
Instructor in Physical Education for Men
Assistant Professor of Art
Instructor in Journalism
Associate Professor of Clothing and Textiles
Professor of Humanities

We now have in hand a proposal from one of our deans to move toward a more functional style of listing faculty members, which would identify them in bulletins and directories by their individual contributions to the University. This style is in use at many major universities and would tend to produce such titles as the following:

Associate Professor of Biological Chemistry
Associate Professor of the History of Science
Professor of Linguistics
Assistant Professor of Silviculture
Instructor in Wrestling
Assistant Professor of Art History
Instructor in Printing
Associate Professor of Fashion Design

There are obviously risks in moving to such a style: one would be the possible development of an attitude of "possessiveness" about a particular title which would encourage the holder to feel that no one else could teach his courses and that he could teach nothing else, and another would be the possible proliferation and lengthening of titles to a point of ludicrous complexity. Perhaps these risks could be controlled if such advantages were forthcoming as a more accurate identification of the staff member's contribution, a better inventory of the fields actually covered by the University Faculty, and a more flexible scheme of designation than that provided by existing department and division names.

Before referring this proposal to our busy Councils for consideration, we should like to obtain some evidence of the nature and extent of the faculty's interest in this matter. May we therefore request you (before you get involved in the work of the spring quarter) to indicate on the attached sheet the title you think best fits you, and to return it immediately, with or without added comments?

It should be noted that nothing may come of this, unless there is evidence in your replies that such a change of style would benefit both individual faculty members and the University as a whole. We shall be grateful to you for providing evidence by taking a moment or two to fill out and return the sheet.

Delyte W. Morris
President

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

March 20, 1964

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

REVISION OF THE STATUTES

As explained in the Special Bulletin to the University Staff under date of February 14, 1964, the University Council obtained the services of Provost Harvey Davis of the State University of Iowa to assist us in preparing a revised and condensed version of the By-Laws and Statutes of the Board of Trustees.

As a result of revisions of the early drafts suggested by the University Council, the Faculty Council, and the Graduate Council, he has now prepared his final draft, a copy of which you will find attached. Before the University Council subjects it to an intensive review prior to its presentation to the Board of Trustees, the Faculty Council and Graduate Council will review it again, with particular attention to the sections dealing with their places in the Council structure of the University. Furthermore, it is the desire of the University Council that every member of the staff be given an opportunity to study the entire document and to propose changes in it.

As noted earlier, Provost Davis has attempted to generalize and condense the language of the Statutes as much as possible, leaving the details to be worked out in the rules of the various units. He has concentrated on offices, councils, and functions which are central in character or common to all campuses, but this of course does not imply that all local or specialized agencies are unimportant or will cease operations. It is in the spirit of continuing to condense and generalize the document, at the same time making the language as precise as possible, that we now invite all members of the University Faculty to propose specific changes in Provost Davis's draft. Although general comments on the document will be welcome, most helpful will be specific suggestions for rephrasing (identified by the page and section or subsection they are intended to replace). All such proposals should be addressed within the next few weeks to Mr. Roland Keene, Secretary of the University Council, President's Office, Carbondale or Edwardsville.

To provide forums for faculty members who wish to raise questions and to hear the views of others, the Small Group Faculty meetings for this year will be devoted primarily to consideration of Provost Davis's document. The meetings for the Carbondale faculty members will be held April 7, April 8, and April 9, and for the Edwardsville faculty members April 13 and April 14. Since the revision of the Statutes may concern not only members of the University Faculty but also other members of the University staff, other meetings will be set up to which those not covered in the Small Group Faculty meetings will be generally invited.

Will you please attend the meeting to be held at Carbondale, April 7,
Ballroom B, 4:00 p.m. (coffee at 3:30)?

If for any reason you cannot attend at that time, please notify Miss Jane Crichton, President's Office, Southern Illinois University, Carbondale, who will attempt to arrange an exchange for you with someone who has been invited to attend another meeting. In view of the nature of these meetings, it is obviously to everyone's best interest to keep them at level size.

When the University Council has had an opportunity to review all suggestions and to produce a final set of recommendations for the Board of Trustees, a University Faculty ballot on the general acceptability of the total document will be held.

Delyte W. Morris
President

March 20, 1964

DRAFT OF
REVISED BY-LAWS AND STATUTES

(Prepared by Dr. Harvey Davis)

Part II*

ARTICLE VII. The President of the University.

The President of the University shall be the chief administrative officer of the internal operating organization of the University and shall be selected from time to time by the Board. No less than five affirmative votes shall be required for the initial election of a President of the University. His initial term of office shall be for not less than one year and he shall, thereafter, continue in such office at the will of the majority of the Board, who, from time to time, shall fix his salary. It will be the policy of the Board to confer with a special committee named by the University Faculty prior to the selection of a new president.

In the case of long continued disability or absence of the President, in case of a vacancy in the presidency, or under other special circumstances, the Board will name an Acting President.

The President shall attend all Board meetings unless instructed to the contrary by the Board, and shall inform and advise the Board with respect to the internal operations of the University and its relationships.

In emergencies involving situations beyond the normal condition of the University, the President shall, within the limits of available funds or unappropriated surplus, have the power to act with dispatch. Any such actions, together with reasons therefor, shall be reported promptly to the Board.

*(NOTE: Part I and most of Part II are basic legislation dealing with the powers and operations of the Board of Trustees; hence they have been omitted.)

PART III
STATUTES OF THE BOARD OF TRUSTEES
DEALING WITH THE STRUCTURE AND FUNCTIONS OF THE
INTERNAL OPERATING ORGANIZATION
OF THE UNIVERSITY

Preamble

Purpose of the University: That through the mutual influence of the University and the communities of the nation, the state, and the area on one another, the culture of all of them may be enhanced, the quality of living continuously improved, and the role of the United States in world affairs be served.

ARTICLE I. Internal Operating Organization of the University.

Section 1. Definition. Within limitations imposed by State law, the Internal Operating Organization of the University is defined as the administrative, service, and educational organization responsible immediately for:

- A. The educational, research, and student welfare and activities programs of the University, including extension and community services.
- B. The initial selection, the organization, and the functioning of the faculty, administrative, and service personnel.
- C. Official announcements and descriptions having to do with the instruction, research, and services of the University.
- D. The publication of service and extension articles, bulletins, and books, and of the results of scholarly research associated with the activities of the University.
- E. The maintenance of appropriate records concerning the activities of the University in all its aspects.
- F. Public relations organizations and activities.
- G. The care, operation, and maintenance of the educational plant including lands, buildings, and equipment used for administrative, service, educational, research, and student purposes. (Plant facilities used for research and experimental purposes and for public service activities carried on by the University in cooperation with the Federal Government or its subdivision, with the State or its subdivisions, and with private agencies shall be regarded as educational plant in the same sense as though the investigations or public services were carried on fully by the University itself.)
- H. The financial and business operations involved in the initial preparation of the budgets, and the performance of the functions named above, in accordance with the budgets approved by the Board.

- I. The continuous review of the program of the University in the light of changing needs of the nation, the State, and region, to the end that the purpose of the University may best be accomplished.

Section 2. Responsibilities of Staff. All members of the University staff shall have the following responsibilities and privileges:

- A. To operate within the general framework of University policy and practice.
- B. To represent the University creditably on all occasions. All staff members are agents of the University and should think of their positions in relation to its total program as an institution of higher learning, an agency of public service, and a complex cooperative enterprise.
- C. To participate in the University's activities and actions, and to assist in the promotion of its general welfare.
- D. In case of difficulty or complaint, to use the channels provided for the settlement of grievances. In general, personnel problems should be solved within the organization at the level at which they arise, and in no case should individuals outside the University internal organization be asked to pass on such difficulties until established University channels have been exhausted. Academic staff members may appeal through the regular academic channels; Civil Service employees successively to their supervisors, personnel officers, the Chief Officer for Business Affairs, and the President; student helpers successively to their supervisors, the student deans, and the President.
- E. If any member of the University staff feels that he is unjustly or unfairly treated, he is privileged to file formal complaint with the President of the University, who shall refer it promptly to the appropriate officer in the usual administrative channels for hearing and adjudication, personally or by committee appointed for the purpose by the administrative officer to whom the case is referred. The decision or recommendation for dealing with the case shall be filed with the President of the University. If the staff member concerned is not content with the decision thus reached, he is privileged to request the President to hear the case and to render decision. If the staff member is still dissatisfied, he may appeal in writing from the decision of the President to the Board of Trustees, and the President shall present the appeal to the Board at its next regular meeting. The Board shall then determine whether it shall hear the case or refuse to take action upon it.

ARTICLE II. The President of the University.

Section 1. Definition. The President of the University shall be the executive head of the internal operating organization of the University and shall be responsible for the administration of the academic, business, and service activities thereof, in accordance with the By-Laws, Statutes, and Regulations of the Board.

Section 2. Duties.

- A. The President shall be a member of the University Faculty and its presiding officer, and a member of all college, division, or school faculties and of all University-wide standing committees and councils. He shall be notified in advance of the meetings of all such bodies.
- B. He shall recommend to the Board, after considering nominations received by him through proper channels, suitable persons for employment or appointment to administrative, instructional, research, and service positions in accordance with the provisions of the Statutes of the Board. The President is authorized to appoint persons employed with funds already budgeted, except faculty members with the ranks of associate professor or above and other persons to positions paying more than \$6,000 for the academic year of nine months, which appointments shall, however, be reported to the Board for formal ratification. In case of emergency, part-time, or short-term appointments, he may also make appointments without prior reference to the Board, but such appointments shall be reported to the Board for confirmation. The President shall also recommend to the Board dismissals, acceptance of resignations, promotions, leaves of absence, and retirements of members of the staff.
- C. The President is authorized to designate a member of the University staff as Acting President during temporary disability or absences from the University. If no such Acting President has been designated, and if the Board has not taken contrary action, the Chief Officer of Academic Affairs shall serve; or in his absence or disability also the academic dean senior in point of service as dean, present and not disabled, shall serve.
- D. It shall be the responsibility of the President to keep the instructional and research program and organization of the University under critical scrutiny and review, and, if demonstrable need for changes in these areas arises, initiate, after consultation with appropriate advisory bodies, such revisions or reorganizations as the situation calls for, subject to securing any necessary authority from the Board of Trustees.
- E. Annually the President shall submit a budget for the internal operation of the University, based upon a careful estimate of available income and anticipated expenditures for the period covered by the budget.
- F. The President shall prepare and submit for the Board's approval the biennial budget request to the State General Assembly.

ARTICLE III. Central Administrative Organization of the University.

Section 1. Definition. The Central Administrative Organization shall consist of the President and those officers and offices directly responsible to him.

Section 2. The President's Office.

- A. Personnel. The President's Office shall include the Chief Officer for Academic Affairs, the Chief Officer for Business Affairs, the Chief Officer for Student Services, and the Chief Officer for Special Services, together with the Legal Counsel, and such other executive and clerical assistants as may be required and authorized.
- B. The Chief Officer for Academic Affairs.
1. The Chief Officer for Academic Affairs shall exercise, under the President, general executive and coordinating responsibility for the instructional, research, and publications programs of the University and shall perform such other duties immediately related to these responsibilities as may be assigned to him by the President.
 2. He shall provide the personnel officers with information necessary to the preparation of payrolls for the faculty-administrative staff of the University.
- C. The Chief Officer for Business Affairs. The Chief Officer for Business Affairs shall exercise, under the President, general executive and coordinating responsibility for the business operations and physical development of the University and such other duties as may be assigned to him by the President.
- D. The Chief Officer for Student Services. The Chief Officer for Student Services shall exercise, under the President, general executive and coordinating responsibility for all matters pertaining to students which do not fall under the jurisdiction of one of the other chief officers and shall perform such other duties as may be assigned to him by the President. Among the matters covered are registration of students, maintenance of student records, supervision of student activities, and student health.
- E. The Chief Officer for Special Services. The Chief Officer for Special Services shall exercise, under the President, general executive and coordinating responsibility for such activities as publicity, extension, and community services, and shall perform such other duties as may be assigned to him by the President.
- F. The Legal Counsel and Assistant to the President. It shall be the function of the Legal Counsel and Assistant to the President:
1. To advise the President in regard to legal matters with which he must deal.
 2. To provide legal counsel for students (in their capacity as students) upon matters in which the University is not a party of interest.
- Directs
and
Business
Office*

3. To perform such other duties as may be assigned to him by the President.

Section 3. University Council.

- A. Purposes. The purpose of the University Council is to assist the President in determining the broad educational and administrative policies of the University and to provide him upon request advice and information on other topics. Its meetings shall be equitably distributed between or among major campus complexes of the University.
- B. Personnel. The University Council shall be composed of the President, four administrative personnel appointed by him, two members of the University Faculty (not more than one from any major campus complex), appointed by the Faculty Council but not members of it, one member of the Graduate Faculty, appointed by the Graduate Council but not a member of it, one member of the University Faculty elected by the faculty at large at each major campus complex.
- C. Officers.
 1. The President or a member of the University Council designated by him shall act as Chairman.
 2. An Executive Secretary of the Council shall be appointed or re-appointed annually by the President after consultation with members of the Council.

ARTICLE IV. Educational Organization of the University.

Section 1. Definition. The term educational organization refers to the units and organizations of the University immediately engaged in teaching and/or research and to the various bodies directly associated with the conduct of these activities.

Section 2. The Addition and Abolition of Educational Units. Within the framework of Southern Illinois University, the establishment, allocation, and abolition of colleges, schools, divisions, departments, bureaus, and of other educational units, and of curricula and degrees is a function of the Board of Trustees. Legislation proposing establishment, allocation, or abolition of educational units may originate in one of the major educational units, in the University administration, or in the Board itself.

Section 3. The University Faculty.

- A. Membership. The University Faculty shall consist of the President, all Professors, Associate Professors, and Assistant Professors, and those Instructors on continuing appointment.

B. Officers.

1. The Presiding Officer. The Presiding Officer of the University Faculty shall be the President of the University or his delegated representative.
2. The Secretary.
 - a. Appointment. A Secretary of the University Faculty shall be appointed or reappointed annually from the faculty by the President after consultation with the University Council.
 - b. Duties. The Secretary shall notify faculty members of the time and place of the annual and special University Faculty meetings, prepare agenda therefor, and prepare and distribute minutes of the meetings.

C. Responsibilities.

1. The University Faculty is responsible for formulating policies and supporting regulations of University-wide application concerning the instructional and research programs of the University.
2. The University Faculty may, by majority vote, delegate any or all of its responsibilities to one or more of the councils of the University.

D. The Faculty Council.

1. Definition. The Faculty Council is the body empowered to act as agent for the University Faculty with delegated power to formulate broad policies in regard to the instructional and research program of the University, the general standards for admission to and graduation from the University, and matters of general faculty welfare, subject to the rules and regulations of the University Faculty and the Board of Trustees.
2. Composition. The number of elected members of the Council shall be such as to permit adequate representation of the faculty but shall not exceed fifty and shall be elected in such a manner as to assure equitable distribution among campus complexes and educational areas. The University Faculty shall determine, in line with the above principles, the number and manner of election of Faculty Council members and shall review the matter from time to time as needed.

Ex-officio members shall consist of the President and the Chief Officer for Academic Affairs.

3. Organization. The Council shall choose its own officers (except that the President may act as chairman when present at a meeting)

and determine the time and place of its quarterly and special meetings, having due regard for equitable distribution of meetings between or among campuses of the University.

Section 4. The Graduate School.

- A. Purpose. The Graduate School is the agency for organizing and supervising all graduate work of the University and for coordinating and facilitating the organized research of the University.
- B. Organization.
 - 1. The Graduate Faculty. All professors and associate professors who are customarily engaged in teaching and/or research activity are members of the graduate faculty. Other members of the University Faculty may be added to the graduate faculty by authorization of the graduate faculty. Ex-officio members include the President, the Chief Officer of Academic Affairs and his chief assistant at each of the campus complexes, the deans, heads, or directors of colleges, divisions, or schools, and professional members of the library staff.
 - 2. Responsibilities. The graduate faculty is empowered to determine academic policy on all matters having to do with the graduate program, except as authority is otherwise assigned by the Statutes and Regulations of the Board of Trustees, or as its autonomy is limited by maintenance of general University policy or by correct academic and administrative relations with other units of the University. It may delegate any or all of its powers to the Graduate Council and determine the membership and manner of election of said council.
 - 3. The Dean. The Graduate School shall be administered by a dean. He shall serve as executive officer of the Graduate Council and is responsible to the Chief Officer for Academic Affairs. He shall encourage and facilitate through the University Press or otherwise publication of scholarly works produced by the University staff.
 - 4. The Graduate Council. The Graduate Council shall have membership as determined by the graduate faculty, having due regard for equitable representation of campus complexes and subject-matter areas.
 - 5. Powers of the Graduate Council. The Graduate Council is empowered to act as agent for the graduate faculty, with delegated power to formulate policy with regard to the graduate program. It shall choose its own officers, except that the Dean of the Graduate School may preside when present at a meeting.

Section 5. The General Studies Program.

- A. Definition. This program covers the general degree requirements to be met by all students, largely at the freshman and sophomore levels.
- B. The General Studies Council. This Council has responsibility for the planning and review of the General Studies Program. It shall be appointed by the Chief Officer for Academic Affairs from panels of nominees submitted by those faculty members in each major campus complex of the University who have taught approved general studies courses, and shall be selected so as to be broadly representative of campuses and disciplines. It shall set the times and places for its meetings, having due regard for equitable distribution among campuses.
- C. Chairman. The chairman shall be appointed on a year-to-year basis by the Chief Officer for Academic Affairs from the panels mentioned in B above. The chairman shall be the presiding officer of this council and shall report to the Chief Officer for Academic Affairs.
- D. Executive Officers. The Chief Officer for Academic Affairs shall designate a faculty member to serve as Executive Officer for General Studies, with a faculty member from each campus complex to serve as his assistant. He and his assistants shall be responsible for facilitating the day-to-day operations of the program, including the management of the advisement system for all freshmen and sophomores, and shall work closely with the chairman of the General Studies Council to carry out the program of courses which it has approved.

Section 6. The Faculties of Undergraduate Colleges, Divisions and Schools.

- A. Definition. The undergraduate work of the University is carried on by units covering broadly similar academic interests and subject matter.
- B. Membership. The faculty of each college, division, or school shall consist of professors, associate professors, assistant professors, those instructors on continuing appointment, and such other members of the University faculty as that faculty itself shall determine.
- C. Powers and Duties.
 - 1. Except as limited by the Statutes of the Board of Trustees, each such faculty shall have power to set up its own organization, and to determine such matters as times of meetings, quorum for the conduct of its business, rules of procedure, and order of business.
 - 2. Each college, division, or school faculty shall have original jurisdiction in all educational and academic disciplinary matters within the scope of the purposes of the college, division, or school, including the determination of its curricula and of admission thereto and graduation therefrom, except as authority is otherwise assigned by the Statutes and Regulations of the

Board of Trustees or as its autonomy is limited by maintenance of general university educational policy or by correct academic and administrative relations with other units of the University. Questions of autonomy and jurisdiction as between such a faculty and the University Faculty or between two such faculties shall be adjudicated by the Chief Officer for Academic Affairs or his delegated representative. The college or school faculty through the President of the University shall recommend candidates for degrees in course to the Board of Trustees.

D. Officers. The Dean, Head, or Director.

1. Each college, division, or school shall be administered by a dean, head, or director who shall be responsible to the Chief Officer for Academic Affairs or his delegated representative. He shall preside at meetings of the faculty; prepare and propose budgets in consultation with the executive officers of subdivisions, or other members of his faculty; and recommend appointments, promotions, leaves, dismissals and acceptance of resignations of members of the staff of his unit, after appropriate conferences with his faculty. He shall serve as ex-officio member of any subdivision in his unit. He shall serve as the agent of his faculty in determining the eligibility for admission or readmission of a student. He shall advise and approve courses of study for students personally or by delegation to responsible persons.
2. He shall be responsible for the academic discipline of the students and faculty of his unit in accordance with the Rules of the University Faculty and of that unit. He shall exercise general responsibility and supervision with respect to the educational policies and operation of the unit.

Section 6. Faculties of Subdivisions of Colleges, Divisions, or Schools. In some cases the educational work of the University is better served by subdividing the college, division, or school into units of greater homogeneity of purpose and subject matter. Their purposes, methods of operation, and membership are to be described in operating papers on file in the President's Office.

Section 7. Faculties of Combinations of Colleges, Divisions, or Schools. In some cases the educational work of the University is better served by somewhat formalized joint action by all or parts of one or more colleges, divisions, or schools. The honors program, clinical services, and many special bureaus and institutes are examples of such cases. The President is authorized to establish or disestablish such joint operations as need may develop or disappear. Their purpose, method of operation, and membership are to be described in operating papers on file in the President's Office.

Section 8. Units and Agencies Auxiliary to Instruction.

A. The University Libraries.

1. The library shall be organized as one administrative unit including all branch and departmental libraries, the Audio-Visual Aids Service, and the Book Rental System; and shall be headed by a Director of Libraries responsible to the Chief Officer for Academic Affairs.
 2. The Audio-Visual Aids Service shall be an instrument of the University Libraries to encourage the use by the educational units of the University, and by the public schools and other public agencies in the area served by the University, of audio-visual educational materials. It shall operate a film rental service and shall supervise the production of any educational films or other audio-visual educational materials made by the University.
 3. The Book Rental System shall be an instrument of the University Libraries for the purpose of making textbooks available at low cost to students in University classes.
 4. The University Archives shall be an instrument of the University Libraries for the purpose of maintaining collections of all publications and of the inactive records of the University.
- B. The University Statistical Service and Computer Center.
1. This service shall be administered by a director responsible to the director of institutional studies.
 2. The service shall assist the instructional and research units of the University as well as other agencies of the University in the development of studies or reports which make use of data processing or statistical methods.

ARTICLE V. Business Operations of the University.

Section 1. In order that the stated purposes of the University may be achieved, payrolls must be made and met; physical facilities must be procured, maintained, and operated; and supplies and equipment purchased, delivered, and installed. The business operations of the University are designed to provide these services.

Section 2. Administration. The business operations of the University are administered by a Chief Officer for Business Affairs responsible to the President.

Section 3. The Fiscal Office.

- A. The Fiscal Office shall be headed by a Fiscal Officer who shall be responsible to the Chief Officer for Business Affairs.
- B. Duties. The Fiscal Officer shall be responsible for the receipt, custody, and disbursement, in conformity with applicable laws and regulations, of all funds of the University, and shall perform such duties related thereto as are assigned to him by the Chief Officer for Business Affairs.

Section 4. The Physical Plant Office.

- A. The Physical Plant Office shall be headed by a director who shall be responsible to the Chief Officer for Business Affairs.
- B. Duties. The director of physical plant shall manage the operation and maintenance of all physical facilities of the University, to the end that they serve most effectively the safety, efficiency, and convenience of the University staff, students, and the public. He shall perform such other duties as may be assigned to him by the Chief Officer for Business Affairs.

Section 5. The Security Office.

- A. The Security Office shall be headed by a director responsible to the Chief Officer for Business Affairs. In discharging his duties, he shall, in matters involving legal questions, be directed by the Legal Counsel.
- B. The director shall be responsible for the security and protection of University equipment and properties. In fulfilling this responsibility, he shall, in addition to primary responsibility for the security and protection of University equipment and properties, supplement and assist the discharge of the responsibility of the Director of the Physical Plant for maintenance, care, and repair of University equipment and property.
- C. The director shall investigate and report to the appropriate administrative officer cases of misconduct by staff members or students when such misconduct is detrimental to the welfare of the University.
- D. The Security Office shall be responsible for police protection of the campuses.

Section 6. The Office of the University Architect.

- A. The Office of University Architect shall be headed by a director who shall be responsible to the Chief Officer for Business Affairs.
- B. Duties. The director shall recommend plans for all phases of the growth and development of the physical plant of the University. In carrying on his work he shall work closely with staff members who are to occupy buildings and with the director of physical plant who is responsible for operating and maintaining them. He shall assist the President and the Board in the selection of associate architects-engineers and in the receiving of bids and awarding of contracts. It is also his duty to supervise the construction of each capital improvement project at the University. He shall perform such other duties as may be assigned to him by the Chief Officer for Business Affairs.

Section 7. The Personnel Office.

- A. The Personnel Office shall be headed by a director who shall be responsible to the Chief Officer for Business Affairs.
- B. Duties. The Director shall serve as supervisor of civil service employees at the University and in this capacity shall perform whatever duties are required by the University Civil Service System of Illinois. He shall prepare payrolls for all University employees and process all necessary papers for University participants in the State Universities Retirement System. He shall perform such other duties as may be assigned to him by the Chief Officer for Business Affairs.

Section 8. The Office of Auxiliary and Service Enterprises.

- A. The Office of Auxiliary and Service Enterprises shall be headed by a director who shall be responsible to the Chief Officer for Business Affairs.
- B. The Director shall be responsible for financial supervision and business management of all University food services and all staff housing owned and/or operated by the University, and shall assist the Chief Officer for Student Services in the social and study arrangements in all student housing owned and/or operated by the University. He shall also operate such general services as office machine repairs, telephone exchange, and post office, and perform such other duties as may be assigned to him by the Chief Officer for Business Affairs.

ARTICLE VI. Units and Agencies Primarily Concerned with Student Services.

Section 1. These units and agencies shall be under the direction of a Chief Officer for Student Services, who shall be responsible to the President.

- A. The Registrar and Director of Admissions.
 - 1. The Registrar and Director of Admissions shall be responsible to the Chief Officer for Student Services.
 - 2. He shall conduct (under pertinent regulations) all steps necessary in admission of students, arrange for the registration of students and assessment of fees, direct the preparation of records of student performance and assure that such records are preserved, and perform such other duties as may be assigned to him by the Chief Officer for Student Services.
- B. University Placement Service.
 - 1. This service shall be headed by a director responsible to the Chief Officer for Student Services.
 - 2. The director shall provide service to employers by facilitating contact with suitable students or alumni, and service to students by facilitating contact with possible employers.

- C. The Student Affairs Office. This office shall be an all-University division which shall coordinate all student personnel services not immediately associated with academic instruction and supervise all student activities and organizations.
 - 1. The Office of Student Affairs shall be administered by a director in cooperation with the Dean of Men and the Dean of Women. He shall be responsible to the Chief Officer for Student Services.
 - 2. This office shall have responsibility, in cooperation with appropriate academic and business staff for counseling, social, study, and disciplinary arrangements in student housing and student centers owned and/or operated by the University, for the management of student organizations, and for the discipline of students in all matters not immediately associated with academic instruction.
 - 3. The Student Activities Office. This office is the agency of the Student Affairs Office which supervises and assists in the development of the social and extra-curricular programs of student groups.
 - 4. Student Housing and Financial Aids Office. This office is the agency of the Student Affairs Office which supervises and sets standards for off-campus housing and which coordinates the granting of loans and scholarships to undergraduate students.
 - 5. Counseling and Testing Service. This office is the agency of the Student Affairs Office responsible for aptitude and ability testing of students, for counseling with high school seniors as to college interests, for orientation programs for new students, and for counseling with any students on nonacademic problems.
 - 6. Student Employment Office. This office is the agency of the Student Affairs Office responsible for providing to prospective employers names of students who desire part-time employment while in school or full-time employment during vacations, and who appear to be competent to do the work described, and for providing to students names of possible employers. It shall also facilitate communication between students and possible employers, conduct research designed to improve the service, and arrange short-term training programs to improve the employability of students.
- D. University Health Service.
 - 1. Responsibilities. It shall be the responsibility of this service to conduct physical examinations of staff and students as may be required, to maintain student clinics and infirmaries, to inspect health and sanitary conditions on the campus, and any other related services which may be assigned.

2. Administration. The service shall be administered by a director responsible to the Chief Officer for Student Services.

E. The Committee on Intercollegiate Athletics.

1. Organization. The committee shall be composed of six faculty members (appointed for fixed terms by the Chief Officer for Student Services from a panel of nine provided by the Faculty Council), the Dean of the College of Education, two members of the Alumni Association appointed by the Chief Officer for Student Services, and two students nominated by the Student Council and appointed by the Chief Officer for Student Services. The committee shall choose its own chairman from among its faculty members and determine the time and place of its meetings.*
2. Responsibilities. The Committee shall be responsible for all aspects of the program of intercollegiate athletics including rules of eligibility, financing, scheduling, awards, and anything else which will assure that the program will be a credit to the University, and a constructive part of the educational program.

ARTICLE VII. Units and Agencies Primarily Concerned with Special Services.

Section 1. These units and agencies deal with matters and functions which do not classify as academic, business, or student concerns. Among them are public relations, extension, and community services. These units and agencies shall be administered by a Chief Officer for Special Services who shall be responsible to the President.

Section 2. University Communications Service. This service includes the Information Service, the Radio Service, the Photographic Service, and the Television Service. It shall be administered by a director responsible to the Chief Officer for Special Services, who shall coordinate the services and make such studies of problems in modern communication as may advance practice in this field.

Section 3. The University Extension Service. This service shall act as agent for colleges, divisions, and schools in arranging off-campus instruction with or without college credit. It shall also arrange conferences and non-credit workshops held on or off the campus. It shall inform communities as to the University resources which may be available to them in solving their problems. It shall also assist in developing community leaders by work in the communities or by group conferences on one or more of the campus complexes.

Section 4. The Alumni Office. This office shall compile and maintain records of graduates and former students and shall assist the University and the Alumni Association in relationships with these persons. It shall be

*(NOTE: If the University becomes a member of a conference, it is assumed that the faculty representative to the conference will be chairman.)

administered by a director responsible to the Chief Officer for Special Services. His appointment shall be based on joint nomination by the Board of Directors of the Alumni Association and the Chief Officer for Special Services.

Section 5. The University Museum. The University Museum shall receive, catalog, study, exhibit, and maintain such specimens of cultural and scientific interest as it may obtain through gift, purchase, research, or other approved means.

ARTICLE VIII. Degrees, Certificates, and Awards.

Section 1. Degrees and Awards.

- A. Earned degrees shall be awarded by the authority of the Board of Trustees upon completion of requirements for the particular degree to be awarded as contained in the then current edition of the University Bulletin, and upon recommendation to the President by the appropriate college, division, or school faculty.
- B. Honorary degrees shall be awarded after a vote of approval of the Board of Trustees of recommendations from the University Faculty.
- C. Special awards shall be made upon a favorable vote of the Board of Trustees upon its own motion or upon approval of recommendations from the President, who may receive nominations from faculty or alumni groups.

Section 2. Certificates. Certificates for completion of programs of work that do not lead to academic degrees shall be awarded upon recommendation of the educational unit concerned, by the President of the University under general authority of the Board of Trustees implied by its authorization of such programs.

Section 3. Requirements for Graduation.

- A. Requirements for graduation in programs leading to undergraduate degrees shall be embodied in the rules of the University Faculty and in the rules of the several colleges, divisions, and schools, following approval by the Board of Trustees.
- B. Requirements for graduation in programs leading to a graduate degree shall be embodied in the rules of the Graduate School following approval by the Board of Trustees.
- C. Requirements for completion of non-degree programs leading to certificates shall be implied in the approval of such programs by the Board of Trustees.

Section 4. Degrees and Awards Authorized.

- A. The following earned degrees: doctor's, master's, bachelor's, associate, and such others as may be deemed appropriate by the Board of Trustees.

- B. Such honorary degrees as may be deemed appropriate.
- C. The Distinguished Service Award for outstanding or unusual service to the University, the region, the State or Nation.
- D. Such other awards as are appropriate and may be approved by the Board of Trustees from time to time.

ARTICLE IX. Administrative Provision for Various Campus Complexes.

Section 1. Because the University is operating on more than one campus and because the distance between campus complexes is considerable, efficient operation requires that University officials be available with reasonable frequency on the various campuses. Personnel of the President's Office will divide their time between campuses, some having homes near one campus complex and some near another. They will maintain offices on at least two of the major campus complexes and will have a major assistant in each such office.

Section 2. Some of the persons responsible to the Chief Officers, such as Director of Libraries, Director of Physical Plant, and Registrar, who have University-wide responsibilities, may have offices on one campus complex with first assistants having offices on another.

Section 3. The annual internal budget will set forth the assignments for the current year.

PART IV
STATUTES OF THE BOARD OF TRUSTEES
DEALING WITH
CONDITIONS OF STAFF SERVICE

ARTICLE I. Appointments.

Section 1. Procedures. All appointments to the faculty and staff shall be made by the Board of Trustees upon the recommendation of the President of the University and all employment shall be made in the name of the Board.

Section 2. Employment of Relatives.

- A. No relative of a member of the Board of Trustees shall be considered for initial appointment to any position on the staff, but may be considered for reappointment when the initial appointment was antecedent to Board membership of a relative.
- B. The word "relative" shall be interpreted to mean father, husband, son, brother, grandfather, grandson, uncle, nephew, and corresponding feminine relationships.

ARTICLE II. Academic Freedom and Tenure.

Section 1. Academic Freedom.

- A. The Southern Illinois University shall operate under the following principles of academic freedom stated in the Bulletin of the American Association of University Professors, Spring Quarter, 1950, pages 45 to 49.

"The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher¹ or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

"Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection

¹"The word 'teacher' as used in this document is understood to include the investigator who is attached to an academic institution without teaching duties."

of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights. . . .

"(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

"(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

"(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

- B. In discussing controversial matters in the classroom a teacher should be careful to present the several sides thereof.
- C. At the time of the appointment of a teacher or any other employee his attention should be called in writing to the provisions of the Illinois statutes which prohibit the payment of any compensation or expenses to a state officer or employee who, directly or indirectly, advocates the overthrow by force of the government of the United States or of Illinois.
- return P.D. in June*

Section 2. Academic Tenure.

- A. Tenure Ranks. Tenure shall hereinafter be interpreted as meaning permanent holding of an academic rank and position of employment. Tenure applies only to a basic nine-months appointment each year.

All regular members of the teaching and research staff with the ranks of professor, associate professor, assistant professor, and instructor, shall be eligible to attain tenure. Whereas appointments in the three professorial ranks will normally carry or lead to tenure, unless made for a stated term or unless due



notice to the contrary is given, in the case of instructors all appointments will be term appointments unless otherwise specifically stated in a written notice of appointment or reappointment. Professionally trained persons who serve in capacities that may be broadly interpreted as involving teaching and/or research functions in the library, in extension service, and in student personnel work shall be eligible for tenure. The Board may, in addition, give tenure to specific persons of the University organization not included in the above-named groups.

- B. Tenure Schedule. Tenure shall be granted to faculty members according to the following schedule, except when abridgement of the probationary period is formally authorized. Years served in any rank shall apply toward tenure in the next higher rank.
1. A professor shall have tenure nine months from the date of original appointment at this rank, unless he is given a written statement that his appointment will be terminated at the end of his second academic year of service.
 2. At the end of a two-year probationary period an associate professor must be notified in writing either that he has been given tenure or that his appointment will not be renewed at the end of the third year. An associate professor who has served previously as assistant professor at this University shall have tenure from the date of his original appointment to the rank of associate professor.
 3. Prior to the end of a four-year probationary period an assistant professor must be notified in writing either that he has been given tenure or that his appointment will not be renewed at the end of the fifth year.
 4. An instructor normally shall be appointed for no longer than one year. Such term appointment may be renewed annually, but if the instructor is not to be reappointed following his second or any subsequent year of employment, he shall be given written notice not less than six months preceding the termination of his appointment. Prior to the end of the fifth year of service the appointee must be notified in writing either that he will be given tenure starting with his sixth year of service with the University or that his term appointment will not be renewed beyond the sixth year.
 5. A lecturer is a faculty member in a temporary or non-regular rank and shall normally be appointed for no longer than one academic year. The appointment may be renewed annually, but if there is uncertainty about reappointment following his second or any subsequent year of employment, he shall be given written notice not less than six months preceding the termination of his appointment. Years of service at the rank of lecturer shall be applied toward tenure in one of the four regular ranks (professor, associate professor, assistant

professor, and instructor) if later appointment to one of these ranks is made, but shall not ordinarily lead to tenure in the rank of lecturer.

- C. Temporary Appointments. Each person employed on a temporary or term basis shall be given a statement in writing of the conditions and the period of his appointment. Reappointments to any such position shall create no presumption of a right to a subsequent term appointment or to permanent appointment, except as provided by earlier statements in this article.
- D. Administrative Assignments. A person from the faculty assigned to an administrative position shall not be deprived of tenure or of the highest academic rank he has attained nor limited in any way from normal progress toward tenure or promotion. Such appointment or removal shall not deprive any person of service credit already attained toward the achievement of tenure under the provisions of these statutes. Service credit toward the achievement of tenure may be earned while administrative and academic ranks are held concurrently. The administrative functions, titles, salaries, and annual periods of employment of such individuals shall be distinct and severable from their academic ranks.
- E. Termination of Service.
 - 1. A faculty member who holds tenure may have his appointment terminated by the University only for adequate cause, such as moral turpitude, incompetence, willful neglect of duty, financial exigency, or cutbacks in program. Termination of service shall conform to the principles of the American Association of University Professors. Termination for cause of a tenure appointment or the dismissal for cause of a teacher previous to the expiration of a term appointment, shall, if possible, be considered by both a faculty committee and the governing board of the institution. "In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an advisor of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. . . .¹
 - 2. Except in case of financial exigency or cutbacks in its program for the University a faculty member who has been on

¹Bulletin of the American Association of University Professors, Spring Quarter, 1950, p. 45 et seq.

tenure, but is dismissed for any reasons not involving moral turpitude or willful neglect of duty, shall receive his salary for at least a year from the date of notification of dismissal, whether or not he is continued in his duties at the University for the balance of a year. Whether or not the faculty member will be required to continue with his duties for the remainder of the year shall be the decision of the University. Termination of a tenure appointment because of financial exigency or cutbacks in program should be demonstrably bona fide.

3. Notice of resignation from employment by a faculty member who is on either probation or tenure ordinarily shall be submitted in writing at least three months prior to the expiration of his current period of appointment. Except by mutual consent, a resignation involving a termination of service prior to the expiration of the period of appointment shall be regarded as a breach of contract by the faculty member, and the fact shall be entered upon his personnel record in the office of the Chief Officer for Academic Affairs for such further use as facts justify.
4. Operation and Effect of These Regulations.
 - a. Nothing contained in the foregoing regulations shall be construed as impairing any rights with respect to the status of any member of the academic staff in effect at the time that these regulations were adopted.
 - b. All regulations of the University with respect to terms of faculty employment shall be published and each person who holds a regular faculty appointment, or to whom such a position is offered, shall receive a copy thereof. All holders of academic appointments who are not eligible for earning tenure shall be informed in writing or in printed form of the regulations covering their particular appointments or positions.
- F. Annual Review. It shall be the responsibility of the head of each appropriate unit to review annually the status of each member of his unit who does not have tenure and to make suitable recommendations regarding dismissal or granting of tenure for each person whose quality of performance or period of probationary service calls for a decision.

ARTICLE III. Faculty Ranks.

*as listed
dated*

Section 1. Basis for Rank. The University recognizes that academic rank may be granted for teaching in the classroom; for informal teaching such as is accomplished in the library, in a personnel office, or in extension work; and for research.

Section 2. Promotion in Rank. Recommendations for promotion in rank shall normally be initiated by the immediate administrative superior of the person named and subsequent procedures shall be substantially in accord with those followed in initial appointment.

ARTICLE IV. Faculty and Staff Service.

Section 1. The Academic Calendar. The University year shall be divided into four quarters of approximately twelve weeks each. The University calendar, including the dates of the beginning and ending of each quarter, and of the several vacations and recesses within the year, shall be determined annually by the University Council.

Section 2. Period of Annual Service of Faculty Personnel. The period of annual service of all members of the teaching and research faculty shall be determined legally by the terms of their individual appointments. The normal period of annual service for full-time members of the academic faculty shall be three quarters (nine months) of the University year with full loads of University service in one or more of the activities for which they are employed. Variations from the normal period of annual faculty service may be approved by the Board upon recommendation of the President.

Section 3. Period of Annual Service for Administrative Officers. The normal annual period of service for each administrative officer of the University shall be determined by the needs and demands of the specific office. It shall be the policy of the University to provide opportunity for those regularly on four quarters of service each year to be released from their duties for one or more quarters at such intervals as are practical.

Section 4. Vacations. The time in the calendar year not covered by the contract period of annual service shall constitute a vacation period during which the staff member shall be free from institutional duty, except that appointment for any term of the year carries with it the obligation to perform such duties as advisement, pre-registration, and attendance at convocations, which fall just before or after the calendar dates of the quarter but which are parts of the regular program.

Section 5. Service Load. Service loads shall be allocated as equitably as possible. Teaching duties in residence and by extension; administrative responsibilities; committee service; student counseling; public and professional relations; research and other productive activity institutionally approved; course preparation; and direction of graduate projects are recognized as factors in determining service load.

Section 6. Assignments. Assignment of a faculty member to services within an instructional or research unit shall be appropriate to his training and experience and shall be made by the immediate administrative head of that unit with the approval of the appropriate dean, head, or director. When it is proposed that a faculty member be assigned service responsibilities outside his division, subdivision, or research unit, the President or his delegated representative shall have authority to determine the total load and its distribution in consultation with the appropriate administrative officers.

Section 7. Outside Employment. A full-time member of the University staff shall not, during his period of annual service, engage in a regular business or be regularly employed for remuneration by other agencies than the University, except with the approval of the President of the University and the Board of Trustees.

ARTICLE VI. Leaves.

Section 1. Sick Leaves. In the case of continuing illness or disability, members of the faculty-administrative staff shall be entitled to as much as eight weeks' sick leave with full salary during any one fiscal year. No part of such entitlement shall be cumulative from year to year. The necessity for sick leave shall be certified by the University physician or by any other physician satisfactory to the Board of Trustees.

Section 2. Temporary Leaves with Pay. When a member of the faculty-administrative staff finds it necessary to be absent from regular duties at the University for a period not exceeding two weeks, he shall secure approval from his immediate superior and from the President, or his delegated representative, for his absence and for the provisions made for his work during that period.

Temporary leave of absence from regular duty for more than two weeks may, for good cause, be granted a member of the faculty-administrative staff upon written recommendation of the appropriate administrative superior and of the President. Such grants of leave shall be subject to the approval of the Board of Trustees.

Section 3. Leaves of Absence without Pay. Leaves of absence without pay for a period not exceeding one year may be granted to a member of the faculty-administrative staff for good cause upon recommendation of the President and approval of the Board of Trustees. Application for such leaves shall normally be submitted at least three months prior to the effective date of such leave.

Section 4. Sabbatical Leaves. In recognition of meritorious service, members of the faculty-administrative staff may, upon recommendation of the President and approval by the Board of Trustees, be granted not to exceed the equivalent of nine months' leave of absence on half pay for the purpose of attending some institution of higher learning or of otherwise adding to their professional equipment or usefulness in a manner approved by the President or his delegated representative, provided that they shall already have served continuously on the staff for five preceding academic years. Such leave need not be taken in one continuous period. Ordinarily a person shall receive such a leave not oftener than once in seven years. The person granted such leave, however, shall agree to serve at least two more years on the staff of Southern Illinois University, and shall give a note with proper security for the amount granted, said note to be cancelled at the end of the two years of service required or at the death of its maker or upon his becoming permanently incapacitated or disabled.

ARTICLE VII. Retirement. Participation in the State Universities Retirement System of Illinois is mandatory for all permanent and continuing employees. Every such employee of the University shall, upon appointment, be furnished with a copy of the rules and conditions governing this System.

PART V
STATUTES OF THE BOARD OF TRUSTEES
DEALING WITH STUDENTS

ARTICLE I. Admission.

Section 1. To the University. Subject to its review and approval, the Board of Trustees authorizes the University Faculty, through the Faculty Council, to prescribe requirements for admission to the University but not to the specific courses of study and curricula thereof.

Section 2. To Specific Courses of Study and Curricula. Requirements for admission to the various courses of study and curricula of the University shall be determined by the appropriate school, division, or college faculty or faculties subject to the general rules of the University Faculty and the Regulations of the Board of Trustees governing admission to the University.

Section 3. Of Out-of-State Students. The Board of Trustees reserves the right to limit the number of students admitted to the Southern Illinois University from outside the State. The welfare and the best interests of the University as determined by the faculty, the administration, and the Board of Trustees shall be considered in connection with the eligibility of non-resident applicants for admission.

ARTICLE II. Student Fees.

Section 1. All student fees, charges, and deposits shall be fixed by the Board of Trustees. A schedule thereof shall be included in the Regulations of the Board and shall be published periodically in appropriate University official publications.

Section 2. All fees are payable in advance and no student shall be enrolled in classes in any educational unit until fees have been paid, except upon specific authorization of the President.

Section 3. No exemption from the payment of fees shall be granted except as authorized by the Board of Trustees in accordance with the law.

Section 4. No refunds of fees shall be made except as specifically directed by the Registrar acting in accordance with the Regulations of the Board.

ARTICLE III. Dismissal of Students.

Section 1. Dismissal from the University. Dismissal of a student from the University for disciplinary reasons is the responsibility of the Student Affairs Office but must be approved by the President and may be appealed to the Board of Trustees.

Section 2. Dismissal from a School, Division, or College. Dismissal of a student from a school, division, or college of the University, but not from

the University, is a function of the dean, head, or director of the college, division, or school in which the student is seeking a degree. He will exercise this function in accordance with these Statutes and the rules of the college, division, or school.

Section 3. Readmission after Dismissal. A student who has been dropped from a school, division, or college shall be referred by the Registrar to the central advisement office for counseling before seeking admission to any instructional unit or to the status of unclassified student.

ARTICLE IV. Student Organizations.

Section 1. Authorization. Students of the University may organize to include the entire student body or parts thereof, but such organizations must be approved in accordance with the Regulations of the Board of Trustees. No student organization shall be authorized which advocates the overthrow by force of the government of the United States, or which excludes from membership any person because of race or religion.

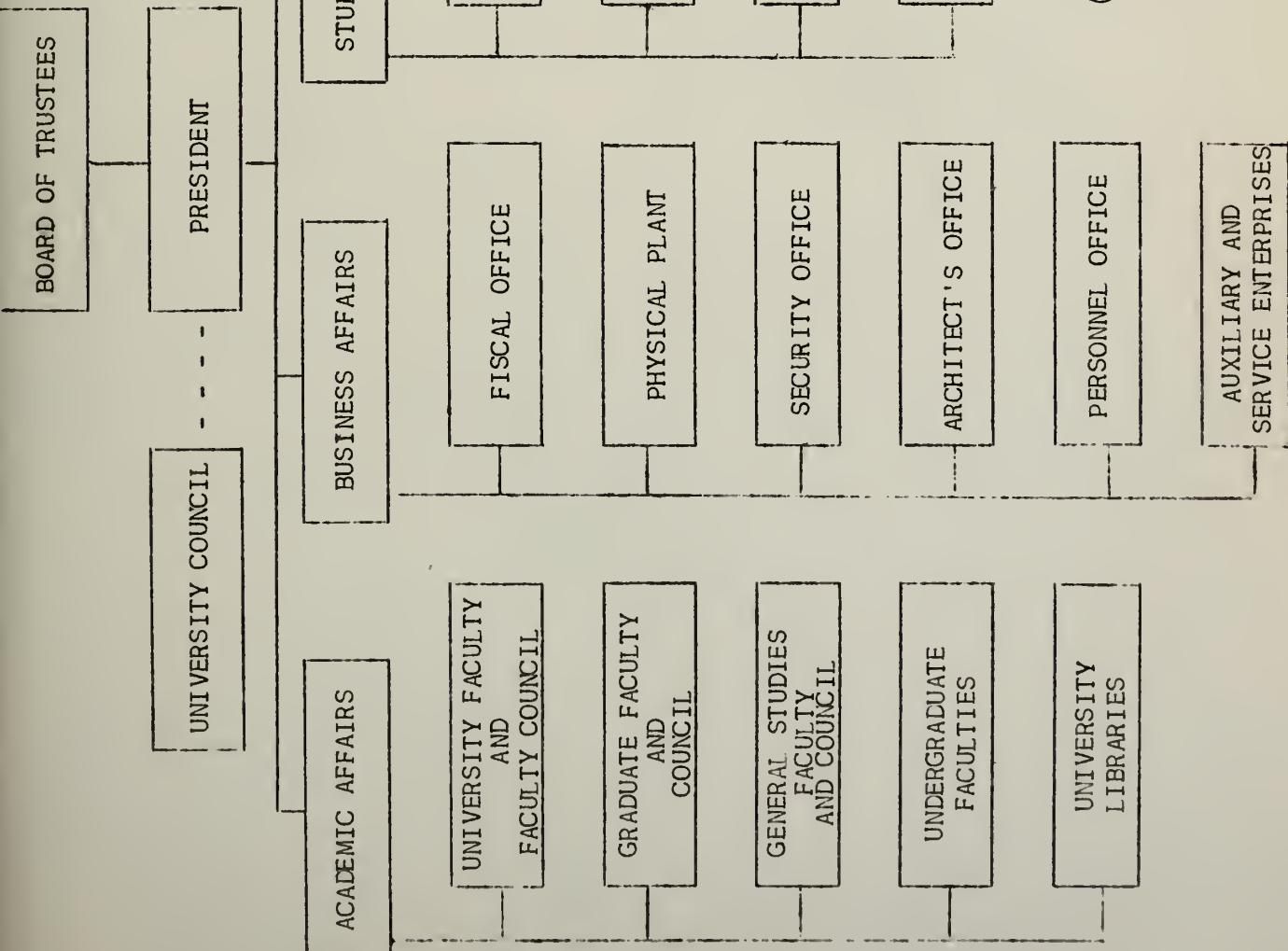
Section 2. The Student Council.

A. Personnel. The Student Council shall be composed of members elected by the student body in accordance with the rules contained in its constitution.

B. Functions.

1. The Student Council shall be the official organization designated to represent the students in matters pertaining to student welfare, student activities, student participation in University affairs, student participation in University planning and administration, and student opinion.
2. The Student Council shall make recommendations in writing to the Chief Officer for Student Services concerning the distribution each year of student activities funds.





(This chart, prepared with the help of Provost Harvey Davis, is intended to present graphically his proposals concerning the general organization of the University.)

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President for Operations

March 26, 1964

S P E C I A L B U L L E T I N T O F A C U L T Y A N D S T A F F

GENERAL INSPECTION OF FIRE ALARM SYSTEMS

On March 30 and 31, there will be a general inspection of all fire alarm systems. The alarms will be set off in all buildings; on some occasions, the alarm in a building may be set off more than once.

The alarm inspection is a necessary safety precaution to assure proper working order.



Paul W. Isbell
Director of Business Affairs

THE SIGHTING OF THE EQUATOR

John M. C.

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SOUTHERN ILLINOIS UNIVERSITY

Office of the President

April 9, 1964

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

REVISION OF THE STATUTES

As explained in a Special Bulletin to the University Staff under date of February 14, 1964, the University Council obtained the services of Provost Harvey Davis of the State University of Iowa to assist us in preparing a revised and condensed version of the By-Laws and Statutes of the Board of Trustees.

As a result of revisions of the early drafts suggested by the University Council, the Faculty Council, and the Graduate Council, he has now prepared his final draft, a copy of which you will find attached. Before the University Council subjects it to an intensive review prior to its presentation to the Board of Trustees, the Faculty Council and Graduate Council will review it again, with particular attention to the sections dealing with their places in the Council structure of the University. Furthermore, it is the desire of the University Council that every member of the staff be given an opportunity to study the entire document and to propose changes in it.

As noted earlier, Provost Davis has attempted to generalize and condense the language of the Statutes as much as possible, leaving the details to be worked out in the rules of the various units. He has concentrated on offices, councils, and functions which are central in character or common to all campuses, but this of course does not imply that all local or specialized agencies are unimportant or will cease operations. It is in the spirit of continuing to condense and generalize the document, at the same time making the language as precise as possible, that we now invite all members of the University Faculty to propose specific changes in Provost Davis's draft. Although general comments on the document will be welcome, most helpful will be specific suggestions for rephrasing (identified by the page and section or subsection they are intended to replace). All such proposals should be addressed within the next few weeks to Mr. Roland Keene, Secretary of the University Council, President's Office, Carbondale or Edwardsville.

A number of faculty meetings have been scheduled to discuss this document. We now plan to schedule a forum meeting in which staff members who do not hold academic rank may raise questions and hear the views of others on this document. Will you please attend the meeting to be held at Alton April 14, Room 100, Auditorium Building, 2:30 p.m. (Coffee at 2:00)?

Delyte W. Morris
President

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

April 25, 1964

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y S T A F F

1964-65 NOTICES OF APPOINTMENT

At its April 24 meeting, the Board of Trustees approved faculty salary levels for 1964-65. Therefore, faculty members will receive notices of appointment (covering the academic year) as soon as they can be processed and mailed. Summer appointment notices will be sent out at a later time.

Administrative staff members and faculty members who also have administrative assignments will receive their notices following the next Board Meeting. Certain features of the administrative salary listings are now under intensive review, particularly the distinction between the basic academic salaries for those holding faculty rank and their salaries in their current administrative assignments. It is hoped that this review will result in a comprehensive and more equitable method of dealing with this matter.

The notices for Civil Service staff members will also be sent out after the next Board Meeting.

Delyte W. Morris
President

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SOUTHERN ILLINOIS UNIVERSITY

Office of the President

April 27, 1964

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T YPROPOSED MASTER PLAN FOR HIGHER EDUCATION IN ILLINOIS

You will find enclosed a copy of "A Provisional Master Plan for Higher Education in Illinois."

The development of a master plan for this State provides that public hearings will be held according to the enclosed schedule. Following the public hearings, the Board of Higher Education will study the reactions to the provisional plan and proceed to make whatever revisions appear to be necessary to compile a final plan. The schedule calls for the Board of Higher Education to present the final plan along with recommendations for its implementation to the General Assembly early in 1965.

On the whole, it appears that the Board of Higher Education is to be complimented on producing one of the best state master plans to date. It is quite apparent that it lacks many of the objectionable features of master plans in certain other states.

It is not, of course, perfect. Because such a plan is inevitably related to the basic concerns of faculty members, you will no doubt wish to read it critically and give careful thought to the ways in which it can be improved.

If you have suggestions, comments, or criticisms, you can find the directions for expressing them to the Board of Higher Education on the sheet attached to the enclosed schedule of public hearings.

Delyte W. Morris
President

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President for Operations

May 4, 1964

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

Scholastic Honors Day Convocation

The annual Scholastic Honors Day Convocation will be held at 7:30 p. m. Thursday, May 14, 1964, in Shryock Auditorium. All faculty and students are invited to attend this Convocation.

The Student Council and the Convocations Committee have planned this program to recognize those students who have achieved high academic averages.

The Honors Day address will be given by Assistant Professor Thomas E. Cassidy of the English Department. The address will be entitled, "Honors, Tradition, and Style."

Department chairmen have been requested to designate two or more representatives to appear in academic dress and to participate in the procession. (Other faculty members are welcome to participate.) The procession will form at 7:20 p. m. in the Museum, Altgeld Hall.

All faculty members and their husbands or wives are also invited to the reception immediately following the Convocation in the University Center.

The 7:35 p. m. classes (except those meeting once a week) will be dismissed on May 14 so that faculty members and students may attend the Honors Day Convocation.

John E. Grinnell
Vice President for
Operations

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President for Operations

May 14, 1964

SPECIAL BULLETIN TO FACULTY AND STAFF

INTERRUPTION OF ELECTRICAL SERVICE

In order to permit work to be done on the splice box across from the Baptist Foundation, there will be an interruption of electrical service from 7:00 a.m. on Sunday, May 17, 1964, until 12:00 noon on the same day, for the following portions of the campus:

Anthony Hall
Shryock
Parkinson
Allen
Old Main
Gymnasium
Wheeler
Altgeld
Baptist Foundation
Wham
University School

Your cooperation during this period will be appreciated.

Paul W. Isbell
Paul W. Isbell
Director of Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

May 22, 1964

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

UNIVERSITY COUNCIL REVISION OF THE BY-LAWS AND STATUTES

On March 20, 1964, a draft of the revision of the Statutes prepared by Provost Harvey Davis of the State University of Iowa was mailed to all members of the University Faculty, with an invitation to address suggestions for specific changes to the University Council. Since that time a number of group meetings of faculty and other staff members have been held on the Carbondale and Edwardsville Campuses, and the University Council has gone over the Davis draft line by line in a series of meetings. The two most recent meetings lasted seven and eleven hours respectively.

In these meetings the University Council has attempted to produce a finished draft which would (a) carry out further the condensation, generalization, and expression in constitutional language which Provost Davis sought, and (b) take into account points of view and proposals advanced at the discussion group meetings and received through the mail. These two aims were not altogether compatible, since many of the suggestions received would have enlarged and complicated the document rather than condensing it. Like Provost Davis, the University Council has concentrated on broad functions which are central in character or common to all campuses. The University Council revision now in your hands is even less detailed (with a few significant exceptions) than Provost Davis's draft. These exceptions have to do with basic faculty and staff privileges and responsibilities, specifically with the grievance procedure and the policies and practices concerning academic freedom and tenure. Because they affect and protect virtually the entire staff, they were included in full. In order to preserve the scale of treatment and continuity of the rest of the Statutes, however, these highly detailed statements have been placed at the very end of the University Council's draft.

Parts IV and V of the Davis draft have been completely assimilated into Part III of the University Council's draft. The materials from former Parts IV and V have now been put into reasonable relationships with the new basic structure proposed by Provost Davis. This basic structure, which calls for the organization of the University around four broad functions, headed by chief officers reporting directly to the President, has remained largely unchanged in the University Council's draft.

For the benefit of faculty members who cannot take the time to make a line-by-line comparison of the several drafts, which differ considerably from each other in arrangement, we summarize below those changes which are probably of greatest general concern:

1. In the University Council draft, the materials about the President have been distributed through the Statutes in a functional relationship to the bodies with which he deals.

2. The new draft is so much more general than all earlier versions that it has seemed necessary to modify the sections in Part II concerning Board legislation. The effect of the University Council draft would be to keep Board legislation as general as possible and to leave details to the internal operating organization of the University. Part II, Article VIII, of the University Council draft is a particularly significant addition in that it establishes a procedure for developing the details of operating structures, principles, and procedures.

3. To Provost Davis's statement on the administrative provision for the various campus complexes has been added a general statement concerning all-University councils and committees. This general statement has made it possible to eliminate repetitious material from the statements about the individual bodies and has provided consistent election procedures and meeting schedules.

4. Responsibility for informing staff members concerning the results of all actions of policy-formulating bodies has been placed upon the Executive Secretary of the University Council.

5. The responsibilities of the University Faculty and the Faculty Council have been generalized to cover the formulation of policies of University-wide application concerning any of the educational functions of the University.

6. In response to numerous faculty suggestions, the name of the General Studies Council has been changed to the General Studies Committee and the entire University Faculty (rather than those faculty members who have taught general studies courses) would participate in the nominating procedure for the General Studies Committee.

7. Also in response to the concern of numerous faculty members, departments and faculties of special disciplines have been added to the University Council draft as examples of the kinds of localized structure which sub-divisions of colleges, divisions, or schools may take.

8. In each of the major functional areas, there are important and vital segments which have not been specified. Since the document is now largely written in broad constitutional language rather than in detailed legalistic language, other documents must soon be developed covering the omitted specifics.

Undoubtedly many offices and individuals will be concerned because there is not a clearer and more complete delineation of their duties in the Statutes. Furthermore, certain highly important offices are not mentioned at all, either because the broad statements of function included imply their existence and continuation, or because further study will be required to place them in a proper relationship to the new central organization. No doubt we face a period of readjustment, difficulty and some frustration. If the faculty and the Board of Trustees approve the new general structure, we must carefully proceed to implement it, clearing up problems in an orderly fashion, but not allowing ourselves to be forced into insufficiently considered patterns or solutions.

Fortunately, the draft of the Statutes now before you provides that these matters shall be delegated to the internal operating organization and, as indicated above, suggests methods of handling them.

First, let us repeat that failure to mention local or specialized agencies in the Statutes does not imply that they are unimportant or will cease operations. For the time being they will continue on their present bases; in other words - business as usual.

Secondly, further consideration of the changes implied by the proposed structure will be handled through channels appropriate to the unit concerned. In each case, both the affected parties and the responsible authorities will participate in the consideration.

Thirdly, the University Council will continue to function as the general procedures committee of the University.

Finally, temporary allocations of any agencies that are left "floating" can and will be made while methods of implementation are being studied.

Meanwhile, we ask for your patience, understanding, and continuing critical attention to the problems of reorganization.

As indicated in the Special Bulletin of March 20, 1964, now that the University Council has had an opportunity to review all suggestions and to produce a final set of recommendations, a University Faculty ballot on the general acceptability of the total document is being held. Will you please detach and mail to Mr. Elbert Fulkerson, Secretary of the University Faculty, Southern Illinois University, Carbondale, on or before June 3, 1964, the accompanying ballot?

Delyte W. Morris
President

DRAFT OF PROPOSED REVISION OF BY-LAWS AND STATUTES
OF THE BOARD OF TRUSTEES

Part II*

ARTICLE V. The Board and the President.

Section 1. The President of the University shall be the chief administrative officer of the internal operating organization of the University and shall be selected from time to time by the Board. A majority of the total membership of the Board shall be required for the initial election of a President of the University or the termination of his services as President. From time to time, the Board shall fix his salary. It will be the policy of the Board to confer with a special committee named by the University Faculty prior to the selection of a new president.

Section 2. The President is authorized to designate a member of the University staff as Acting President during temporary disability or absences from the University. If no such Acting President has been designated, and if the Board has not taken contrary action, the Chief Officer of Academic Affairs shall serve; or in his absence or disability also the academic dean senior in point of service as dean, present and not disabled, shall serve.

In the case of long continued disability or absence of the President, in case of a vacancy in the presidency, or under other special circumstances, the Board will name an Acting President.

Section 3. The President shall attend all Board meetings unless instructed to the contrary by the Board, and shall inform and advise the Board with respect to the internal operations of the University and its relationships.

Section 4. The President shall serve as the channel of communication between the Board and the Faculty and between the Board and all subordinate administrative officers and personnel of the internal organization.

Section 5. In emergencies involving situations beyond the normal condition of the University, the President shall, within the limits of available funds or unappropriated surplus, have the power to act with dispatch. Any such actions, together with reasons therefor, shall be reported promptly to the Board.

Section 6. The President shall recommend to the Board, after considering nominations received by him through proper channels, suitable persons for employment or appointment to administrative, instructional, research, and service positions.

*(NOTE: Part I and most of Part II are basic legislation dealing with the powers and operations of the Board of Trustees; hence they have been omitted.)

ARTICLE VI. Board Legislation.

Section 1. Classification of Board Legislation. Legislation by the Board shall be classified as (1) By-Laws and (2) Statutes.

Section 2. By-Laws of the Board. Legislation concerning the organization, procedures, and functions of the Board of Trustees itself shall be classified as By-Laws of the Board.

Section 3. Statutes of the Board. Legislation concerning the broad structure and procedures of the internal operating organization applicable to all campuses of the University shall be classified as Statutes of the Board.

Section 4. Amendment of Board Legislation. The By-Laws and Statutes of the Board may be changed or amended and additional By-Laws and Statutes may be adopted at any regular or special meeting of the Board by vote of a majority of the total membership of the Board, provided that not less than two weeks' notice of the intention to change, amend, or add to the By-Laws or Statutes in whole or in part (which notice may be included in the call for the meeting) shall have been given to the members of the Board of Trustees. Such notice shall be in writing and shall include the exact wording of the legislation proposed.

Section 5. Policy Concerning Consultation. It will be a policy of the Board, whenever practicable, to submit to appropriate subordinate University authority for comment and recommendation, prior to final action by the Board, any proposed Statutes of the Board with respect to the internal operation of the University. The Board's freedom of action with respect to matters thus submitted shall not, however, be restricted by the recommendations made.

ARTICLE VII. Judicial Authority.

The Board retains its final judicial authority with respect to the interpretation and enforcement of the By-Laws and Statutes of the Board and with respect to any controversy that may arise thereunder. It also retains its freedom to refuse jurisdiction, when in its opinion the judgment of subordinate authority should be determinative. The Board also retains its power to withdraw any specific case from the jurisdiction of the President or of any other agency of the University when, in the opinion of the Board, such action will best serve the purposes of justice.

ARTICLE VIII. Intention of the Statutes.

It is the intention of the Statutes to provide the broad principles and policies of institutional operations to be carried out by the internal operating organization of the University.

These policies and principles will be implemented in accordance with papers covering operating structures, principles, and procedures. These papers will originate with the staff or membership concerned in the case of administrative offices, service agencies, or councils; with the appropriate faculty in the case of academic units; and with the University Council in the case of general staff responsibilities and privileges. In a manner to be determined by the President, the papers are subject to internal review for compatibility with State Law, with the By-Laws, Statutes, and periodic actions of the Board of Trustees, and with the operating papers of other agencies or units. Changes in the operating papers may be made in the same way as the initial papers were developed.

PART III
STATUTES OF THE BOARD OF TRUSTEES
DEALING WITH THE INTERNAL OPERATING ORGANIZATION
OF THE UNIVERSITY

ARTICLE I. Internal Operating Organization of the University.

Section 1. Definition. Within limitations imposed by State law, the Internal Operating Organization of the University is defined as the administrative, service, and educational organization responsible immediately for:

- A. The educational, research, and student welfare and activities programs of the University, including extension and community services.
- B. The initial selection, the organization, and the functioning of the faculty, administrative, and service personnel.
- C. Official announcements and descriptions having to do with the instruction, research, and services of the University.
- D. The publication of appropriate matter, such as articles, bulletins, journals, and books.
- E. The maintenance of appropriate records concerning the activities of the University in all its aspects.
- F. Public relations organizations and activities.
- G. The care, operation, and maintenance of the educational plant including lands, buildings, and equipment. (Plant facilities used for research and experimental purposes and for public service activities carried on by the University in cooperation with the Federal Government or its subdivisions, with the State or its subdivisions, and with private agencies shall be regarded as educational plant in the same sense as though the investigations or public services were carried on fully by the University itself.)
- H. The financial and business operations involved in the initial preparation of the budgets, and the performance of the functions named above, in accordance with the budgets approved by the Board.
- I. The continuing review of the program of the University in the light of changing needs of the world, the nation, the State, and the region, to the end that the purposes of the University may best be accomplished.

ARTICLE II. The President of the University.

Section 1. Definition. The President of the University shall be the executive head of the internal operating organization of the University and shall be responsible for the administration of the academic, business, student, and other service activities thereof, in accordance with the By-Laws and Statutes of the Board.

Section 2. The Role of the President in Academic Matters.

- A. The President shall be a member of the University Faculty and its presiding officer, and a member of the faculties of all colleges, divisions, or schools and of all University-wide councils. He shall normally be notified in advance of the meetings of all such bodies.
- B. It shall be the responsibility of the President to keep the instructional and research program and organization of the University under critical scrutiny and review and, if demonstrable need for changes in these areas arises, initiate, after consultation with appropriate advisory bodies, such revisions, additions, or reorganizations as the situation calls for, subject to securing any necessary authority from the Board of Trustees.

ARTICLE III. Central Administrative Organization of the University.

Section 1. Definition. The central administrative organization shall consist of the President and those officers and offices directly responsible to him.

Section 2. The President's Office.

- A. Personnel. The President's Office shall include the Chief Officer for Academic Affairs, the Chief Officer for Business Affairs, the Chief Officer for Student Services, and the Chief Officer for Area Services, together with such other executive and clerical assistants as may be required.
- B. The Chief Officer for Academic Affairs.
 - 1. The Chief Officer for Academic Affairs shall exercise, under the President, general executive and coordinating responsibility for the instructional, research, and publications programs of the University and shall perform such other duties as may be assigned to him by the President.
 - 2. He shall provide the personnel officers with information necessary to the preparation of payrolls for the faculty-administrative staff of the University.
- C. The Chief Officer for Business Affairs. The Chief Officer for Business Affairs shall exercise, under the President, general executive and coordinating responsibility for the business operations and physical development of the University and such other duties as may be assigned to him by the President.
- D. The Chief Officer for Student Services. The Chief Officer for Student Services shall exercise, under the President, general executive and coordinating responsibility for all matters pertaining to students which do not fall under the jurisdiction of one of the other chief officers and shall perform such other duties as may be assigned to him by the President.
- E. The Chief Officer for Area Services. The Chief Officer for Area Services shall exercise, under the President, general executive and coordinating responsibility for matters pertaining to area services and shall perform such other duties as may be assigned to him by the President.

Section 3. Administrative Provision for Campus Complexes.

- A. Because the University is operating on more than one campus and because the distance between campus complexes is considerable, efficient operation requires that University officials be available with reasonable frequency on the various campuses. Personnel of the President's Office will divide their time between campuses, some preferably having homes near one campus complex and some near another. They will maintain offices on each of the major campus complexes and will have a major assistant in each such office.
- B. Some of the persons responsible to the Chief Officers, such as Director of Libraries, Director of Physical Plant, and Registrar, who have University-wide responsibilities, may have offices on one campus complex with first assistants having offices on another.
- C. Changes in the above assignments will be noted in the annual internal budget for the current year.
- D. For purposes of broad participation in planning and effective communication among campuses, a number of continuing all-University councils and committees, such as the University Council, the Faculty Council, the Graduate Council, the General Studies Committee, and the Student Council, are required. Except where otherwise specified, these all-University groups shall be organized on the following principles:
 - 1. Purposes. Their general purposes shall be stated in terms of pervasive functions of the University and not in terms of the functions of individual campuses, educational units, or special agencies.
 - 2. Personnel. Their members, whether elected or appointed, shall be chosen to represent the entire University. To insure breadth of experience and background on each campus, members shall be equitably distributed among the campus complexes and among broad educational areas to be defined on a University-wide basis in the operating papers.
 - 3. Organization.
 - a. For the sake of continuity, members shall serve for staggered terms.
 - b. The periods of service of members and officers shall begin and end at the opening of the summer term following spring elections.
 - c. Meetings shall be distributed equitably among campus complexes.

Section 4. University Council

- A. Purpose. The purpose of the University Council is to assist the President in formulating the broad policies of the University. The University Council shall be the usual agency to which the President may refer recommendations received from other councils and agencies or any other matters upon which he desires advice.
- B. Personnel. The University Council shall be composed of the President, four administrative personnel appointed by him, two members of the University Faculty (not more than one from any major campus complex) appointed by the Faculty Council but not necessarily members of it, one member of the Graduate

Faculty, appointed by the Graduate Council but not necessarily a member of it, one member of the University Faculty elected by the faculty at large at each major campus complex.

C. Officers:

1. The President or a member of the University Council designated by him shall act as chairman.
2. An executive secretary of the University Council shall be appointed or reappointed annually by the President after consultation with members of the Council. He shall be responsible for collecting the results of all actions of policy-formulating bodies and communicating them to faculty members and other members of the staff.

ARTICLE IV. Educational Organization of the University.

Section 1. Definition. The term educational organization refers to the units and organizations of the University immediately engaged in performing educational functions and to the various bodies directly associated with the conduct of these activities.

Section 2. The Addition and Abolition of Educational Units. Within the framework of Southern Illinois University, action upon faculty and administrative proposals for the establishment, allocation, and abolition of colleges, schools, divisions, departments, bureaus, and of other educational units, and of curricula and degrees is a function of the Board of Trustees.

Section 3. The University Faculty.

A. Membership. The University Faculty shall consist of the President, all professors, associate professors, and assistant professors, and those instructors on continuing appointment.

B. Officers.

1. The Presiding Officer. The presiding officer of the University Faculty shall be the President of the University or his delegated representative.

2. The Secretary.

a. Appointment. The Secretary of the University Faculty shall be appointed or reappointed annually from the faculty by the President after consultation with the Faculty Council.

b. Duties. The Secretary shall notify faculty members of the time and place of the annual and special University Faculty meetings, prepare agenda therefor, and prepare minutes of the meetings.

C. Responsibilities.

1. The University Faculty is the agency designated by the Board of Trustees to formulate policies of University-wide application concerning the educational functions of the University.

2. The University Faculty shall determine, in line with general policy, the number and manner of election of Faculty Council members and shall review the matter from time to time as needed.

3. The University Faculty may, by majority vote, delegate any or all of its powers to one or more of the councils of the University.

D. The Faculty Council.

1. Purpose. The Faculty Council is the body empowered to act as agent for the University Faculty with delegated power to formulate broad policies in regard to the educational functions of the University.

2. Personnel. The number of elected members of the Council shall be such as to permit adequate representation of the faculty but shall not exceed fifty.

Ex-officio members shall consist of the President and the Chief Officer for Academic Affairs and his chief assistant on each major campus complex.

3. Officers. The Council shall choose its own officers (except that the President may act as chairman when present at a meeting) and determine the time and place of its quarterly and special meetings.

Section 4. The Graduate School.

A. Purpose. The Graduate School is the central agency for organizing and supervising all graduate work of the University and for facilitating the research of the University.

B. Organization.

1. The Graduate Faculty. All professors and associate professors who are customarily engaged in teaching and/or research activity are members of the graduate faculty. Other members of the University Faculty may be added to the graduate faculty by authorization of the graduate faculty. Ex-officio members include the President, the Chief Officer for Academic Affairs and his chief assistant at each of the campus complexes, and the deans, heads, or directors of colleges, divisions, schools, and campus libraries.

2. Responsibilities. The graduate faculty is empowered to determine academic policy on all matters having to do with the graduate program, except as authority is otherwise assigned by the Statutes of the Board of Trustees, or as its autonomy is limited by correct academic and administrative relations with other units of the University. It may delegate any or all of its powers to the Graduate Council.

3. The Dean. The Graduate School shall be administered by a dean. He shall serve as executive officer of the Graduate Council and is responsible to the Chief Officer for Academic Affairs. He shall encourage and facilitate publication of scholarly works produced by the University staff.

4. The Graduate Council.

- (a) Purpose. The Graduate Council is empowered to act as agent for the graduate faculty, with delegated power to formulate policy with regard to the graduate program.
- (b) Personnel. The Graduate Council shall have membership as determined by the graduate faculty, in line with general policy.
- (c) Officers. The Graduate Council shall choose its chairman and other officers. The Dean of the Graduate School may preside when present at a meeting.

Section 5. The General Studies Program.

- A. Definition. The General Studies Program covers the general degree requirements to be met by all undergraduate students.
- B. Executive Officer. The Executive Officer for General Studies, with an assistant from each campus complex, shall be responsible for facilitating operations of the program, including the management of the advisement system for all freshmen and sophomores.
- C. The General Studies Committee.
 - 1. Purpose. This Committee has responsibility for the planning and review of the General Studies Program.
 - 2. Personnel. It shall be appointed by the Chief Officer for Academic Affairs from panels of nominees submitted by University Faculty members, in line with general policy.
 - 3. Officers. The chairman shall be appointed by the Chief Officer for Academic Affairs from the panels mentioned in 2 above. The chairman shall be the presiding officer of this committee and shall report to the Chief Officer for Academic Affairs.

Section 6. The University Library. The University Library shall be organized as one administrative unit providing library and related services.

Section 7. Faculties of Colleges, Divisions, and Schools.

- A. Definition. The undergraduate work of the University is carried on by units covering broadly similar academic interests and subject matter.
- B. Membership. The faculty of each college, division, or school shall consist of professors, associate professors, assistant professors, those instructors on continuing appointment, and such other members of the University academic staff as that faculty itself shall determine.

C. Powers and Duties.

1. Except as limited by the Statutes of the Board of Trustees, each such faculty shall have power to set up its own organization, and to determine such matters as times of meetings, quorum for the conduct of its business, rules of procedure, and order of business.
2. Each college, division, or school faculty shall have original jurisdiction in all educational and academic disciplinary matters within the scope of the purposes of the college, division, or school, including the determination of its curricula and of admission thereto and graduation therefrom, except as authority is otherwise assigned by the Statutes of the Board of Trustees or as its autonomy is limited by correct academic and administrative relations with other units of the University. Questions of autonomy and jurisdiction as between such a faculty and the University Faculty or between two such faculties shall be adjudicated by the Chief Officer for Academic Affairs or his delegated representative. The college, school, or division faculty through the President of the University shall recommend candidates for degrees in course to the Board of Trustees.

D. Officers. The Dean, Head, or Director.

1. Each college, division, or school shall be administered by a dean, head, or director who shall be responsible to the Chief Officer for Academic Affairs or his delegated representative. He shall exercise general responsibility and supervision with respect to the educational policies and operation of the unit.
2. He shall advise and approve courses of study for junior and senior students personally or by delegation to responsible persons. He shall be responsible for the academic discipline of the students and faculty of his unit in accordance with the Rules of the University Faculty and of that unit.

Section 8. Faculties of Subdivisions of Colleges, Divisions, or Schools. In some cases the educational work of the University is better served by subdividing the college, division, or school into units of greater homogeneity of purpose, such as departments and faculties in specific disciplines.

Section 9. Joint Faculties. In some cases the educational work of the University is better served by somewhat formalized joint action by all or parts of one or more colleges, divisions, or schools. The honors program, clinical services, international programs, and many special bureaus and institutes are examples of such cases. The authority to establish or disestablish such joint operations and faculties is vested in the central administrative organization.

Section 10. Dismissal of Students. Dismissal of a student from the University for academic reasons is the responsibility of the Chief Officer for Academic Affairs and for non-academic reasons of the Chief Officer for Student Services, but must be approved by the President and may be appealed to the Board of Trustees.

Section 11. Degrees, Certificates, and Awards.

A. Degrees and Awards.

1. Earned degrees shall be awarded by the authority of the Board of Trustees upon completion of requirements for the particular degree to be awarded and upon recommendation to the President by the appropriate college, division, or school faculty.
 2. Honorary degrees shall be awarded after a vote of approval by the Board of Trustees of recommendations from the University Faculty.
 3. Special awards shall be made upon a favorable vote of the Board of Trustees upon its own motion or upon approval of recommendations from the President, who may receive nominations from faculty or alumni groups.
- B. Certificates. Certificates for completion of programs of work that do not lead to academic degrees shall be awarded, upon recommendation of the educational unit concerned, by the President of the University under general authority of the Board of Trustees implied by its authorization of such programs.

C. Requirements for Graduation.

1. Requirements for graduation in programs leading to undergraduate degrees shall be embodied in the rules of the University Faculty and in the rules of the several colleges, divisions, and schools, following approval by the Board of Trustees.
2. Requirements for graduation in programs leading to a graduate degree shall be embodied in the rules of the Graduate School following approval by the Board of Trustees.
3. Requirements for completion of non-degree programs leading to certificates shall be implied in the approval of such programs by the Board of Trustees.

D. Degrees and Awards Authorized.

1. The following earned degrees: doctor's, master's, bachelor's, associate, and such others as may be deemed appropriate by the Board of Trustees.
2. Such honorary degrees as may be deemed appropriate.
3. The Distinguished Service Award for outstanding or unusual service to the University, the region, the State, or the nation.
4. Such other awards as are appropriate and may be approved by the Board of Trustees from time to time.

ARTICLE V. Business Operations of the University

Section 1. Definition. In order that the purposes of the University may be achieved, payrolls must be met; physical facilities must be procured, maintained, and operated; and supplies and equipment purchased, delivered, and installed. The business operations comprise such functions as the fiscal function, the maintenance of the physical plant, the security and protection of properties, the preparation of payrolls, the supervision of civil service personnel, the architectural planning of buildings and grounds, and the business management of auxiliary enterprises.

Section 2. Organization. The business operations of the University are organized and administered by the Chief Officer for Business Affairs.

ARTICLE VI. Student Services of the University.

Section 1. Definition. In order that the purposes of the University may be achieved, disciplinary arrangements not immediately associated with academic instruction must be made, student activities must be adequately supervised, extra-mural activities must receive adequate supervision and regulation and must be adjusted to the academic program, the granting of scholarships and loans must be coordinated, the needs of students in the areas of counseling (as distinct from academic advisement), health, and other services to students must be performed.

Section 2. Organization. The student services of the University are organized and administered by the Chief Officer for Student Services.

Section 3. Student Fees.

- A. All fees and other financial obligations to the University are payable in advance and no student shall be enrolled in classes in any educational unit until fees have been paid, except upon specific authorization of the Chief Officer for Student Services.
- B. No exemption from the payment of fees shall be granted except as authorized by the Board of Trustees in accordance with the law.
- C. No refunds of fees shall be made except as specifically directed by the Registrar and the student housing office acting in accordance with the actions of the Board of Trustees.

Section 4. Student Organizations.

- A. Authorization. Students of the University may organize to include the entire student body or parts thereof, but such organizations must be authorized in accordance with the actions of the Board of Trustees. No student organization shall be authorized which advocates the overthrow by force of the government of the United States, or which excludes from membership any person because of race or religion.
- B. The Student Council.
 1. Purposes.
 - (a) The Student Council shall be the official organization designated to represent the students in matters pertaining to student welfare, student activities, student participation in University affairs, student participation in University planning and administration, and student opinion.

- (b) The Student Council shall make recommendations in writing to the Chief Officer for Student Services concerning the distribution each year of student activities funds.
- 2. Personnel. The Student Council shall be composed of members elected from year to year by the student body.
- 3. Officers. The Student Council shall choose its own officers.

ARTICLE VII. Area Services of the University.

Section 1. Definition. In order that the purposes of the University may be achieved, certain functions that do not classify as strictly internal academic, business, or student concerns must be performed. Among them are such functions as information and broadcasting services, alumni services, community services, and other such external services and responsibilities.

Section 2. Organization. The special services of the University are organized and administered by the Chief Officer for Area Services.

ARTICLE VIII. Faculty and Staff Service.

Section 1. Appointments.

- A. All appointments to the faculty and staff shall be made in the name of the Board of Trustees upon the recommendation of the President of the University and all employment shall be made in the name of the Board.
- B. Employment of Relatives.
 - 1. No relative of a member of the Board of Trustees shall be considered for initial appointment to any position on the teaching or administrative staff, but may be considered for reappointment when the initial appointment was antecedent to Board membership of a relative.
 - 2. The word "relative" shall be interpreted to mean father, husband, son, brother, grandfather, grandson, uncle, nephew, and corresponding feminine relationships.
- C. The President is authorized to appoint persons employed with funds already budgeted, except faculty members with the ranks of associate professor or above and other persons to positions paying more than \$7,500 for the academic year of nine months, which appointments shall, however, be reported to the Board for formal ratification. In case of emergency, part-time, or short-term appointments, he may also approve appointments without prior reference to the Board, but such appointments shall be reported to the Board for confirmation. The President shall also approve and recommend to the Board dismissals, acceptance of resignations, promotions, leaves of absence, and retirements of members of the staff.

- D. At the time of the appointment of a teacher or any other employee his attention should be called in writing to the provisions of the Illinois statutes which prohibit the payment of any compensation or expenses to a state officer or employee who, directly or indirectly, advocates the overthrow by force of the government of the United States or of Illinois.

Section 2. Conditions of Faculty and Staff Service.

- A. The Academic Calendar. The University calendar, including the dates of the beginning and ending of each term, and of the several vacations and recesses within the year, shall be determined annually by the University Council.
- B. Period of Annual Service of Faculty Personnel. The normal period of annual service for full-time members of the academic faculty shall be three quarters (nine months) of the University year. Variations from the normal period of annual faculty service may be approved by the Board of Trustees upon recommendation of the President.
- C. Period of Annual Service for Administrative Officers. The normal annual period of service for each administrative officer of the University shall be determined by the needs and demands of the specific office.
- D. Vacations. The time in the calendar year not covered by the contract period of annual service shall constitute a vacation period during which the staff member shall be free from institutional duty, except that appointment for any term of the year carries with it the obligation to perform such duties as advisement, pre-registration, and attendance at commencements, which fall just before or after the calendar dates of the term but which are parts of the regular program.

Section 3. Responsibilities of Faculty and Staff. Each member of the University faculty and staff shall have the following responsibilities:

- A. To operate within the general framework of University policy and practice.
- B. To represent the University creditably on all occasions.
- C. To give proper notice of resignation.
- D. Continually to improve his training and experience so as to qualify for the higher ranks, classifications, and salaries.
- E. During his period of full-time service to the University not to engage in a regular business or to be regularly employed for remuneration by other agencies except with the approval of the President of the University and of the Board of Trustees.
- F. To participate in the State Universities Retirement System of Illinois (unless he is on temporary appointment of one year or less).

Section 4. Rights and Privileges of Faculty and Staff. Each member of the University faculty and staff shall have the following rights and privileges:

- A. To participate in the formulation of basic policy in his area of concern and to assist in the promotion of the University's general welfare.

- B. To receive the benefits of a defined and equitable system of annual service, service loads, assignments, vacations, sick leaves, leaves with and without pay, and (in the case of continuing members of the academic faculty) sabbatical leaves.
- C. To receive at the time of initial appointment a statement detailing the above rights and privileges as they have been approved by the Board of Trustees.

Section 5. Grievance Procedure.

- A. In case of difficulty or complaint, each member of the University faculty and staff shall have the right to use the channels provided for the settlement of grievances. In general, personnel problems should be solved within the organization at the level at which they arise, and in no case should individuals outside the University internal organization be asked to pass on such difficulties until established University channels have been exhausted. Academic staff members may appeal through the regular academic channels; Civil Service employees successively to their supervisors, personnel officers, the Chief Officer for Business Affairs, and the President; student helpers successively to their supervisors, the Chief Officer for Student Services, and the President.
- B. If any member of the University staff feels that he is unjustly or unfairly treated, he is privileged to file formal complaint with the President of the University, who shall refer it promptly to the appropriate officer in the usual administrative channels for hearing and adjudication, personally or by committee appointed for the purpose by the administrative officer to whom the case is referred. The decision or recommendation for dealing with the case shall be filed with the President of the University. If the staff member concerned is not content with the decision thus reached, he is privileged to request the President to hear the case and to render decision. If the staff member is still dissatisfied, he may appeal in writing from the decision of the President to the Board of Trustees, and the President shall present the appeal to the Board at its next regular meeting. The Board of Trustees shall then determine whether it shall hear the case or refuse to take action upon it.

Section 6. Academic Freedom and Tenure.

A. Academic Freedom.

- 1. The Southern Illinois University shall operate under the following principles of academic freedom stated in the Bulletin of the American Association of University Professors, Spring Quarter, 1950, pages 45 to 49.

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher¹ or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

¹"The word 'teacher' as used in this document is understood to include the investigator who is attached to an academic institution without teaching duties."

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights. . . .

(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

2. In discussing controversial matters in the classroom a teacher should proceed in a fair and scholarly manner.

B. Academic Tenure.

1. Tenure Ranks. Tenure shall hereinafter be interpreted as meaning permanent holding of an academic rank and position of employment. Tenure applies only to a basic nine-months appointment each year.

All regular members of the teaching and research staff with the ranks of professor, associate professor, assistant professor, and instructor, shall be eligible to attain tenure. Whereas appointments in the three professorial ranks will normally carry or lead to tenure, unless made for a stated term or unless due notice to the contrary is given, in the case of instructors all appointments will be term appointments unless otherwise specifically stated in a written notice of appointment or reappointment. Professionally trained persons who serve in capacities that may be broadly interpreted as involving teaching and/or research functions in the library, in extension, and in student personnel work shall be eligible for tenure. The Board may, in addition, give tenure to specific persons of the University organization not included in the above-named groups.

2. Tenure Schedule. Tenure shall be granted to faculty members according to the following schedule, except when abridgement of the probationary period is formally authorized. Years served in any rank shall apply toward tenure in the next higher rank:
 - (a) A professor shall have tenure nine months from the date of original appointment at this rank, unless he is given a written statement that his appointment will be terminated at the end of his second academic year of service.
 - (b) At the end of a two-year probationary period an associate professor must be notified in writing either that he has been given tenure or that his appointment will not be renewed at the end of the third year. An associate professor who has served previously as assistant professor at this University shall have tenure from the date of his original appointment to the rank of associate professor.
 - (c) Prior to the end of a four-year probationary period an assistant professor must be notified in writing either that he has been given tenure or that his appointment will not be renewed at the end of the fifth year.
 - (d) An instructor normally shall be appointed for no longer than one year. Such term appointment may be renewed annually, but if the instructor is not to be reappointed following his second or any subsequent year of employment, he shall be given written notice not less than six months preceding the termination of his appointment. Prior to the end of the fifth year of service the appointee must be notified in writing either that he will be given tenure starting with his sixth year of service with the University or that his term appointment will not be renewed beyond the sixth year.
 - (e) A lecturer is a faculty member in a temporary or non-regular rank and shall normally be appointed for no longer than one academic year. The appointment may be renewed annually, but if there is uncertainty about reappointment following his second or any subsequent year of employment, he shall be given written notice not less than six months preceding the termination of his appointment. Years of service at the rank of lecturer shall be applied toward tenure in one of the four regular ranks (professor, associate professor, assistant professor, and instructor) if later appointment to one of these ranks is made, but shall not ordinarily lead to tenure in the rank of lecturer.
3. Temporary Appointments. Each person employed on a temporary or term basis shall be given a statement in writing of the conditions and the period of his appointment. Reappointments to any such position shall create no presumption of a right to a subsequent term appointment or to permanent appointment, except as provided by earlier statements in this article.

4. **Administrative Assignments.** A person from the faculty assigned to an administrative position shall not be deprived of tenure or of the highest academic rank he has attained nor limited in any way from normal progress toward tenure or promotion. Such appointment or removal shall not deprive any person of service credit already attained toward the achievement of tenure under the provisions of these statutes. Service credit toward the achievement of tenure may be earned while administrative and academic ranks are held concurrently. The administrative functions, titles, salaries, and annual periods of employment of such individuals shall be distinct and severable from their academic ranks.

5. **Termination of Service.**

- (a) A faculty member who holds tenure may have his appointment terminated by the University only for adequate cause, such as moral turpitude, incompetence, willful neglect of duty, financial exigency, or cutbacks in program. Termination of service shall conform to the principles of the American Association of University Professors. Termination for cause of a tenure appointment or the dismissal for cause of a teacher previous to the expiration of a term appointment, shall, if possible, be considered by both a faculty committee and the governing board of the institution. "In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an advisor of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. . . ."¹
- (b) Except in case of financial exigency or cutbacks in its program for the University a faculty member who has been on tenure, but is dismissed for any reasons not involving moral turpitude or willful neglect of duty, shall receive his salary for at least a year from the date of notification of dismissal, whether or not he is continued in his duties at the University for the balance of a year. Whether or not the faculty member will be required to continue with his duties for the remainder of the year shall be the decision of the University. Termination of a tenure appointment because of financial exigency or cutbacks in program should be demonstrably bona fide.
- (c) Notice of resignation from employment by a faculty member who is on either probation or tenure ordinarily shall be submitted in writing at least three months prior to the expiration of his current period of appointment. Except by mutual consent, a resignation involving a termination of service prior to the

¹Bulletin of the American Association of University Professors, Spring Quarter, 1950, p. 45 et seq.

expiration of the period of appointment shall be regarded as a breach of contract by the faculty member, and the fact shall be entered upon his personnel record in the office of the Chief Officer for Academic Affairs for such further use as facts justify.

(d) Operation and Effect of These Provisions.

(1) Nothing contained in the foregoing provisions shall be construed as impairing any rights with respect to the status of any member of the academic staff in effect at the time that these provisions were adopted.

(2) All provisions of the University with respect to terms of faculty employment shall be published and each person who holds a regular faculty appointment, or to whom such a position is offered, shall receive a copy thereof. All holders of academic appointments who cannot qualify for tenure shall be informed in writing or in printed form of the provisions covering their particular appointments or positions.

6. Annual Review. It shall be the responsibility of the head of each appropriate unit to review annually the status of each member of his unit who does not have tenure and to make suitable recommendations regarding dismissal or granting of tenure for each person whose quality of performance or period of probationary service calls for a decision.

SOUTHERN ILLINOIS UNIVERSITY

After reading the University Council draft of the proposed revision of the By-Laws and Statutes and the statements which precede it, please check and mail the official ballot below to Mr. Elbert Fulkerson, Secretary of the University Faculty, Southern Illinois University, Carbondale, Illinois, in the enclosed envelope at your earliest convenience. The tally committee will be asked to count the ballots and report the results about June 4, 1964.

UNIVERSITY FACULTY BALLOT

ON UNIVERSITY COUNCIL REVISION OF
PROPOSED DRAFT OF THE BY-LAWS AND STATUTES OF THE BOARD OF TRUSTEES

YES

NO

The University Council revision (May, 1964) of the proposed draft of the By-Laws and Statutes of the Board of Trustees is generally acceptable to me.

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of Vice President for Operations

May 25, 1964

SPECIAL BULLETIN TO FACULTY AND STAFF

Decrease in Water Pressure

In order to connect water service for the General Classroom Building, there will be a decrease in water pressure from 7 a.m. until 9 a.m. on Wednesday, May 27, for all campus buildings south of Chautauqua Street.

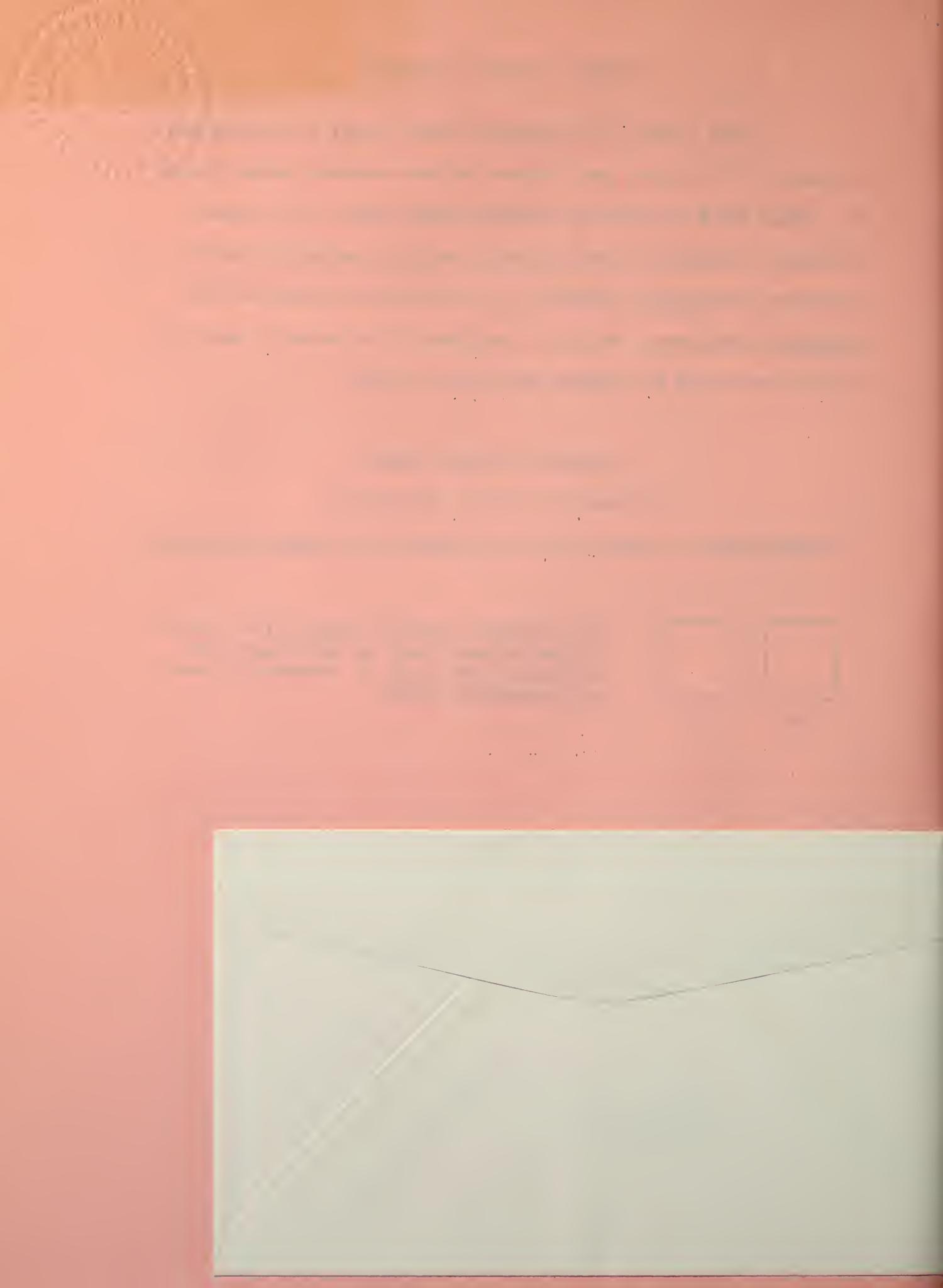
Your cooperation during this period will be appreciated.



Paul W. Isbell
Director of Business Affairs

BALLOT

SECRETARY OF THE UNIVERSITY FACULTY
SOUTHERN ILLINOIS UNIVERSITY
CARBONDALE, ILLINOIS



SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of Vice President for Operations

May 25, 1964

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Paul W. Isbell
Director of Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

May 27, 1964

S P E C I A L B U L L E T I N T O F A C U L T Y A N D S T A F F

UNIVERSITY COUNCIL REVISION OF THE BY-LAWS AND STATUTES

Members of the University Faculty have received ballots on the general acceptability of a recent University Council revision of the By-Laws and Statutes of the Board of Trustees. If approved by the University Faculty, this revision will be proposed to the Board of Trustees.

For the information of staff members generally, additional copies of the University Council Revision are being made available. Attached please find a complete copy.

Delyte W. Morris
President

DRAFT OF PROPOSED REVISION OF BY-LAWS AND STATUTES
OF THE BOARD OF TRUSTEES

Part II*

ARTICLE V. The Board and the President.

Section 1. The President of the University shall be the chief administrative officer of the internal operating organization of the University and shall be selected from time to time by the Board. A majority of the total membership of the Board shall be required for the initial election of a President of the University or the termination of his services as President. From time to time, the Board shall fix his salary. It will be the policy of the Board to confer with a special committee named by the University Faculty prior to the selection of a new president.

Section 2. The President is authorized to designate a member of the University staff as Acting President during temporary disability or absences from the University. If no such Acting President has been designated, and if the Board has not taken contrary action, the Chief Officer of Academic Affairs shall serve; or in his absence or disability also the academic dean senior in point of service as dean, present and not disabled, shall serve.

In the case of long continued disability or absence of the President, in case of a vacancy in the presidency, or under other special circumstances, the Board will name an Acting President.

Section 3. The President shall attend all Board meetings unless instructed to the contrary by the Board, and shall inform and advise the Board with respect to the internal operations of the University and its relationships.

Section 4. The President shall serve as the channel of communication between the Board and the Faculty and between the Board and all subordinate administrative officers and personnel of the internal organization.

Section 5. In emergencies involving situations beyond the normal condition of the University, the President shall, within the limits of available funds or unappropriated surplus, have the power to act with dispatch. Any such actions, together with reasons therefor, shall be reported promptly to the Board.

Section 6. The President shall recommend to the Board, after considering nominations received by him through proper channels, suitable persons for employment or appointment to administrative, instructional, research, and service positions.

*(NOTE: Part I and most of Part II are basic legislation dealing with the powers and operations of the Board of Trustees; hence they have been omitted.)

ARTICLE VI. Board Legislation.

Section 1. Classification of Board Legislation. Legislation by the Board shall be classified as (1) By-Laws and (2) Statutes.

Section 2. By-Laws of the Board. Legislation concerning the organization, procedures, and functions of the Board of Trustees itself shall be classified as By-Laws of the Board.

Section 3. Statutes of the Board. Legislation concerning the broad structure and procedures of the internal operating organization applicable to all campuses of the University shall be classified as Statutes of the Board.

Section 4. Amendment of Board Legislation. The By-Laws and Statutes of the Board may be changed or amended and additional By-Laws and Statutes may be adopted at any regular or special meeting of the Board by vote of a majority of the total membership of the Board, provided that not less than two weeks' notice of the intention to change, amend, or add to the By-Laws or Statutes in whole or in part (which notice may be included in the call for the meeting) shall have been given to the members of the Board of Trustees. Such notice shall be in writing and shall include the exact wording of the legislation proposed.

Section 5. Policy Concerning Consultation. It will be a policy of the Board, whenever practicable, to submit to appropriate subordinate University authority for comment and recommendation, prior to final action by the Board, any proposed Statutes of the Board with respect to the internal operation of the University. The Board's freedom of action with respect to matters thus submitted shall not, however, be restricted by the recommendations made.

ARTICLE VII. Judicial Authority.

The Board retains its final judicial authority with respect to the interpretation and enforcement of the By-Laws and Statutes of the Board and with respect to any controversy that may arise thereunder. It also retains its freedom to refuse jurisdiction, when in its opinion the judgment of subordinate authority should be determinative. The Board also retains its power to withdraw any specific case from the jurisdiction of the President or of any other agency of the University when, in the opinion of the Board, such action will best serve the purposes of justice.

ARTICLE VIII. Intention of the Statutes.

It is the intention of the Statutes to provide the broad principles and policies of institutional operations to be carried out by the internal operating organization of the University.

These policies and principles will be implemented in accordance with papers covering operating structures, principles, and procedures. These papers will originate with the staff or membership concerned in the case of administrative offices, service agencies, or councils; with the appropriate faculty in the case of academic units; and with the University Council in the case of general staff responsibilities and privileges. In a manner to be determined by the President, the papers are subject to internal review for compatibility with State Law, with the By-Laws, Statutes, and periodic actions of the Board of Trustees, and with the operating papers of other agencies or units. Changes in the operating papers may be made in the same way as the initial papers were developed.

PART III
STATUTES OF THE BOARD OF TRUSTEES
DEALING WITH THE INTERNAL OPERATING ORGANIZATION
OF THE UNIVERSITY

ARTICLE I. Internal Operating Organization of the University.

Section 1. Definition. Within limitations imposed by State law, the Internal Operating Organization of the University is defined as the administrative, service, and educational organization responsible immediately for:

- A. The educational, research, and student welfare and activities programs of the University, including extension and community services.
- B. The initial selection, the organization, and the functioning of the faculty, administrative, and service personnel.
- C. Official announcements and descriptions having to do with the instruction, research, and services of the University.
- D. The publication of appropriate matter, such as articles, bulletins, journals, and books.
- E. The maintenance of appropriate records concerning the activities of the University in all its aspects.
- F. Public relations organizations and activities.
- G. The care, operation, and maintenance of the educational plant including lands, buildings, and equipment. (Plant facilities used for research and experimental purposes and for public service activities carried on by the University in cooperation with the Federal Government or its subdivisions, with the State or its subdivisions, and with private agencies shall be regarded as educational plant in the same sense as though the investigations or public services were carried on fully by the University itself.)
- H. The financial and business operations involved in the initial preparation of the budgets, and the performance of the functions named above, in accordance with the budgets approved by the Board.
- I. The continuing review of the program of the University in the light of changing needs of the world, the nation, the State, and the region, to the end that the purposes of the University may best be accomplished.

ARTICLE II. The President of the University.

Section 1. Definition. The President of the University shall be the executive head of the internal operating organization of the University and shall be responsible for the administration of the academic, business, student, and other service activities thereof, in accordance with the By-Laws and Statutes of the Board.

Section 2. The Role of the President in Academic Matters.

- A. The President shall be a member of the University Faculty and its presiding officer, and a member of the faculties of all colleges, divisions, or schools and of all University-wide councils. He shall normally be notified in advance of the meetings of all such bodies.
- B. It shall be the responsibility of the President to keep the instructional and research program and organization of the University under critical scrutiny and review and, if demonstrable need for changes in these areas arises, initiate, after consultation with appropriate advisory bodies, such revisions, additions, or reorganizations as the situation calls for, subject to securing any necessary authority from the Board of Trustees.

ARTICLE III. Central Administrative Organization of the University.

Section 1. Definition. The central administrative organization shall consist of the President and those officers and offices directly responsible to him.

Section 2. The President's Office.

- A. Personnel. The President's Office shall include the Chief Officer for Academic Affairs, the Chief Officer for Business Affairs, the Chief Officer for Student Services, and the Chief Officer for Area Services, together with such other executive and clerical assistants as may be required.
- B. The Chief Officer for Academic Affairs.
 - 1. The Chief Officer for Academic Affairs shall exercise, under the President, general executive and coordinating responsibility for the instructional, research, and publications programs of the University and shall perform such other duties as may be assigned to him by the President.
 - 2. He shall provide the personnel officers with information necessary to the preparation of payrolls for the faculty-administrative staff of the University.
- C. The Chief Officer for Business Affairs. The Chief Officer for Business Affairs shall exercise, under the President, general executive and coordinating responsibility for the business operations and physical development of the University and such other duties as may be assigned to him by the President.
- D. The Chief Officer for Student Services. The Chief Officer for Student Services shall exercise, under the President, general executive and coordinating responsibility for all matters pertaining to students which do not fall under the jurisdiction of one of the other chief officers and shall perform such other duties as may be assigned to him by the President.
- E. The Chief Officer for Area Services. The Chief Officer for Area Services shall exercise, under the President, general executive and coordinating responsibility for matters pertaining to area services and shall perform such other duties as may be assigned to him by the President.

Section 3. Administrative Provision for Campus Complexes.

- A. Because the University is operating on more than one campus and because the distance between campus complexes is considerable, efficient operation requires that University officials be available with reasonable frequency on the various campuses. Personnel of the President's Office will divide their time between campuses, some preferably having homes near one campus complex and some near another. They will maintain offices on each of the major campus complexes and will have a major assistant in each such office.
- B. Some of the persons responsible to the Chief Officers, such as Director of Libraries, Director of Physical Plant, and Registrar, who have University-wide responsibilities, may have offices on one campus complex with first assistants having offices on another.
- C. Changes in the above assignments will be noted in the annual internal budget for the current year.
- D. For purposes of broad participation in planning and effective communication among campuses, a number of continuing all-University councils and committees, such as the University Council, the Faculty Council, the Graduate Council, the General Studies Committee, and the Student Council, are required. Except where otherwise specified, these all-University groups shall be organized on the following principles:
 - 1. Purposes. Their general purposes shall be stated in terms of pervasive functions of the University and not in terms of the functions of individual campuses, educational units, or special agencies.
 - 2. Personnel. Their members, whether elected or appointed, shall be chosen to represent the entire University. To insure breadth of experience and background on each campus, members shall be equitably distributed among the campus complexes and among broad educational areas to be defined on a University-wide basis in the operating papers.
 - 3. Organization.
 - a. For the sake of continuity, members shall serve for staggered terms.
 - b. The periods of service of members and officers shall begin and end at the opening of the summer term following spring elections.
 - c. Meetings shall be distributed equitably among campus complexes.

Section 4. University Council

- A. Purpose. The purpose of the University Council is to assist the President in formulating the broad policies of the University. The University Council shall be the usual agency to which the President may refer recommendations received from other councils and agencies or any other matters upon which he desires advice.
- B. Personnel. The University Council shall be composed of the President, four administrative personnel appointed by him, two members of the University Faculty (not more than one from any major campus complex) appointed by the Faculty Council but not necessarily members of it, one member of the Graduate

Faculty, appointed by the Graduate Council but not necessarily a member of it, one member of the University Faculty elected by the faculty at large at each major campus complex.

C. Officers:

1. The President or a member of the University Council designated by him shall act as chairman.
2. An executive secretary of the University Council shall be appointed or reappointed annually by the President after consultation with members of the Council. He shall be responsible for collecting the results of all actions of policy-formulating bodies and communicating them to faculty members and other members of the staff.

ARTICLE IV. Educational Organization of the University.

Section 1. Definition. The term educational organization refers to the units and organizations of the University immediately engaged in performing educational functions and to the various bodies directly associated with the conduct of these activities.

Section 2. The Addition and Abolition of Educational Units. Within the framework of Southern Illinois University, action upon faculty and administrative proposals for the establishment, allocation, and abolition of colleges, schools, divisions, departments, bureaus, and of other educational units, and of curricula and degrees is a function of the Board of Trustees.

Section 3. The University Faculty.

A. Membership. The University Faculty shall consist of the President, all professors, associate professors, and assistant professors, and those instructors on continuing appointment.

B. Officers.

1. The Presiding Officer. The presiding officer of the University Faculty shall be the President of the University or his delegated representative.

2. The Secretary.

a. Appointment. The Secretary of the University Faculty shall be appointed or reappointed annually from the faculty by the President after consultation with the Faculty Council.

b. Duties. The Secretary shall notify faculty members of the time and place of the annual and special University Faculty meetings, prepare agenda therefor, and prepare minutes of the meetings.

C. Responsibilities.

1. The University Faculty is the agency designated by the Board of Trustees to formulate policies of University-wide application concerning the educational functions of the University.

2. The University Faculty shall determine, in line with general policy, the number and manner of election of Faculty Council members and shall review the matter from time to time as needed.
3. The University Faculty may, by majority vote, delegate any or all of its powers to one or more of the councils of the University.

D. The Faculty Council.

1. Purpose. The Faculty Council is the body empowered to act as agent for the University Faculty with delegated power to formulate broad policies in regard to the educational functions of the University.
2. Personnel. The number of elected members of the Council shall be such as to permit adequate representation of the faculty but shall not exceed fifty.

Ex-officio members shall consist of the President and the Chief Officer for Academic Affairs and his chief assistant on each major campus complex.

3. Officers. The Council shall choose its own officers (except that the President may act as chairman when present at a meeting) and determine the time and place of its quarterly and special meetings.

Section 4. The Graduate School.

- A. Purpose. The Graduate School is the central agency for organizing and supervising all graduate work of the University and for facilitating the research of the University.

B. Organization.

1. The Graduate Faculty. All professors and associate professors who are customarily engaged in teaching and/or research activity are members of the graduate faculty. Other members of the University Faculty may be added to the graduate faculty by authorization of the graduate faculty. Ex-officio members include the President, the Chief Officer for Academic Affairs and his chief assistant at each of the campus complexes, and the deans, heads, or directors of colleges, divisions, schools, and campus libraries.
2. Responsibilities. The graduate faculty is empowered to determine academic policy on all matters having to do with the graduate program, except as authority is otherwise assigned by the Statutes of the Board of Trustees, or as its autonomy is limited by correct academic and administrative relations with other units of the University. It may delegate any or all of its powers to the Graduate Council.
3. The Dean. The Graduate School shall be administered by a dean. He shall serve as executive officer of the Graduate Council and is responsible to the Chief Officer for Academic Affairs. He shall encourage and facilitate publication of scholarly works produced by the University staff.

4. The Graduate Council.

- (a) Purpose. The Graduate Council is empowered to act as agent for the graduate faculty, with delegated power to formulate policy with regard to the graduate program.
- (b) Personnel. The Graduate Council shall have membership as determined by the graduate faculty, in line with general policy.
- (c) Officers. The Graduate Council shall choose its chairman and other officers. The Dean of the Graduate School may preside when present at a meeting.

Section 5. The General Studies Program.

- A. Definition. The General Studies Program covers the general degree requirements to be met by all undergraduate students.
- B. Executive Officer. The Executive Officer for General Studies, with an assistant from each campus complex, shall be responsible for facilitating operations of the program, including the management of the advisement system for all freshmen and sophomores.
- C. The General Studies Committee.
 - 1. Purpose. This Committee has responsibility for the planning and review of the General Studies Program.
 - 2. Personnel. It shall be appointed by the Chief Officer for Academic Affairs from panels of nominees submitted by University Faculty members, in line with general policy.
 - 3. Officers. The chairman shall be appointed by the Chief Officer for Academic Affairs from the panels mentioned in 2 above. The chairman shall be the presiding officer of this committee and shall report to the Chief Officer for Academic Affairs.

Section 6. The University Library. The University Library shall be organized as one administrative unit providing library and related services.

Section 7. Faculties of Colleges, Divisions, and Schools.

- A. Definition. The undergraduate work of the University is carried on by units covering broadly similar academic interests and subject matter.
- B. Membership. The faculty of each college, division, or school shall consist of professors, associate professors, assistant professors, those instructors on continuing appointment, and such other members of the University academic staff as that faculty itself shall determine.

C. Powers and Duties.

1. Except as limited by the Statutes of the Board of Trustees, each such faculty shall have power to set up its own organization, and to determine such matters as times of meetings, quorum for the conduct of its business, rules of procedure, and order of business.
2. Each college, division, or school faculty shall have original jurisdiction in all educational and academic disciplinary matters within the scope of the purposes of the college, division, or school, including the determination of its curricula and of admission thereto and graduation therefrom, except as authority is otherwise assigned by the Statutes of the Board of Trustees or as its autonomy is limited by correct academic and administrative relations with other units of the University. Questions of autonomy and jurisdiction as between such a faculty and the University Faculty or between two such faculties shall be adjudicated by the Chief Officer for Academic Affairs or his delegated representative. The college, school, or division faculty through the President of the University shall recommend candidates for degrees in course to the Board of Trustees.

D. Officers. The Dean, Head, or Director.

1. Each college, division, or school shall be administered by a dean, head, or director who shall be responsible to the Chief Officer for Academic Affairs or his delegated representative. He shall exercise general responsibility and supervision with respect to the educational policies and operation of the unit.
2. He shall advise and approve courses of study for junior and senior students personally or by delegation to responsible persons. He shall be responsible for the academic discipline of the students and faculty of his unit in accordance with the Rules of the University Faculty and of that unit.

Section 8. Faculties of Subdivisions of Colleges, Divisions, or Schools. In some cases the educational work of the University is better served by subdividing the college, division, or school into units of greater homogeneity of purpose, such as departments and faculties in specific disciplines.

Section 9. Joint Faculties. In some cases the educational work of the University is better served by somewhat formalized joint action by all or parts of one or more colleges, divisions, or schools. The honors program, clinical services, international programs, and many special bureaus and institutes are examples of such cases. The authority to establish or disestablish such joint operations and faculties is vested in the central administrative organization.

Section 10. Dismissal of Students. Dismissal of a student from the University for academic reasons is the responsibility of the Chief Officer for Academic Affairs and for non-academic reasons of the Chief Officer for Student Services, but must be approved by the President and may be appealed to the Board of Trustees.

Section 11. Degrees, Certificates, and Awards.

A. Degrees and Awards.

1. Earned degrees shall be awarded by the authority of the Board of Trustees upon completion of requirements for the particular degree to be awarded and upon recommendation to the President by the appropriate college, division, or school faculty.
 2. Honorary degrees shall be awarded after a vote of approval by the Board of Trustees of recommendations from the University Faculty.
 3. Special awards shall be made upon a favorable vote of the Board of Trustees upon its own motion or upon approval of recommendations from the President, who may receive nominations from faculty or alumni groups.
- B. Certificates. Certificates for completion of programs of work that do not lead to academic degrees shall be awarded, upon recommendation of the educational unit concerned, by the President of the University under general authority of the Board of Trustees implied by its authorization of such programs.

C. Requirements for Graduation.

1. Requirements for graduation in programs leading to undergraduate degrees shall be embodied in the rules of the University Faculty and in the rules of the several colleges, divisions, and schools, following approval by the Board of Trustees.
2. Requirements for graduation in programs leading to a graduate degree shall be embodied in the rules of the Graduate School following approval by the Board of Trustees.
3. Requirements for completion of non-degree programs leading to certificates shall be implied in the approval of such programs by the Board of Trustees.

D. Degrees and Awards Authorized.

1. The following earned degrees: doctor's, master's, bachelor's, associate, and such others as may be deemed appropriate by the Board of Trustees.
2. Such honorary degrees as may be deemed appropriate.
3. The Distinguished Service Award for outstanding or unusual service to the University, the region, the State, or the nation.
4. Such other awards as are appropriate and may be approved by the Board of Trustees from time to time.

ARTICLE V. Business Operations of the University

Section 1. Definition. In order that the purposes of the University may be achieved, payrolls must be met; physical facilities must be procured, maintained, and operated; and supplies and equipment purchased, delivered, and installed. The business operations comprise such functions as the fiscal function, the maintenance of the physical plant, the security and protection of properties, the preparation of payrolls, the supervision of civil service personnel, the architectural planning of buildings and grounds, and the business management of auxiliary enterprises.

Section 2. Organization. The business operations of the University are organized and administered by the Chief Officer for Business Affairs.

ARTICLE VI. Student Services of the University.

Section 1. Definition. In order that the purposes of the University may be achieved, disciplinary arrangements not immediately associated with academic instruction must be made, student activities must be adequately supervised, extra-mural activities must receive adequate supervision and regulation and must be adjusted to the academic program, the granting of scholarships and loans must be coordinated, the needs of students in the areas of counseling (as distinct from academic advisement), health, and other services to students must be performed.

Section 2. Organization. The student services of the University are organized and administered by the Chief Officer for Student Services.

Section 3. Student Fees.

- A. All fees and other financial obligations to the University are payable in advance and no student shall be enrolled in classes in any educational unit until fees have been paid, except upon specific authorization of the Chief Officer for Student Services.
- B. No exemption from the payment of fees shall be granted except as authorized by the Board of Trustees in accordance with the law.
- C. No refunds of fees shall be made except as specifically directed by the Registrar and the student housing office acting in accordance with the actions of the Board of Trustees.

Section 4. Student Organizations.

- A. Authorization. Students of the University may organize to include the entire student body or parts thereof, but such organizations must be authorized in accordance with the actions of the Board of Trustees. No student organization shall be authorized which advocates the overthrow by force of the government of the United States, or which excludes from membership any person because of race or religion.
- B. The Student Council.
 - 1. Purposes.
 - (a) The Student Council shall be the official organization designated to represent the students in matters pertaining to student welfare, student activities, student participation in University affairs, student participation in University planning and administration, and student opinion.

- (b) The Student Council shall make recommendations in writing to the Chief Officer for Student Services concerning the distribution each year of student activities funds.
- 2. Personnel. The Student Council shall be composed of members elected from year to year by the student body.
- 3. Officers. The Student Council shall choose its own officers.

ARTICLE VII. Area Services of the University.

Section 1. Definition. In order that the purposes of the University may be achieved, certain functions that do not classify as strictly internal academic, business, or student concerns must be performed. Among them are such functions as information and broadcasting services, alumni services, community services, and other such external services and responsibilities.

Section 2. Organization. The special services of the University are organized and administered by the Chief Officer for Area Services.

ARTICLE VIII. Faculty and Staff Service.

Section 1. Appointments.

- A. All appointments to the faculty and staff shall be made in the name of the Board of Trustees upon the recommendation of the President of the University and all employment shall be made in the name of the Board.
- B. Employment of Relatives.
 - 1. No relative of a member of the Board of Trustees shall be considered for initial appointment to any position on the teaching or administrative staff, but may be considered for reappointment when the initial appointment was antecedent to Board membership of a relative.
 - 2. The word "relative" shall be interpreted to mean father, husband, son, brother, grandfather, grandson, uncle, nephew, and corresponding feminine relationships.
- C. The President is authorized to appoint persons employed with funds already budgeted, except faculty members with the ranks of associate professor or above and other persons to positions paying more than \$7,500 for the academic year of nine months, which appointments shall, however, be reported to the Board for formal ratification. In case of emergency, part-time, or short-term appointments, he may also approve appointments without prior reference to the Board, but such appointments shall be reported to the Board for confirmation. The President shall also approve and recommend to the Board dismissals, acceptance of resignations, promotions, leaves of absence, and retirements of members of the staff.

- D. At the time of the appointment of a teacher or any other employee his attention should be called in writing to the provisions of the Illinois statutes which prohibit the payment of any compensation or expenses to a state officer or employee who, directly or indirectly, advocates the overthrow by force of the government of the United States or of Illinois.

Section 2. Conditions of Faculty and Staff Service.

- A. The Academic Calendar. The University calendar, including the dates of the beginning and ending of each term, and of the several vacations and recesses within the year, shall be determined annually by the University Council.
- B. Period of Annual Service of Faculty Personnel. The normal period of annual service for full-time members of the academic faculty shall be three quarters (nine months) of the University year. Variations from the normal period of annual faculty service may be approved by the Board of Trustees upon recommendation of the President.
- C. Period of Annual Service for Administrative Officers. The normal annual period of service for each administrative officer of the University shall be determined by the needs and demands of the specific office.
- D. Vacations. The time in the calendar year not covered by the contract period of annual service shall constitute a vacation period during which the staff member shall be free from institutional duty, except that appointment for any term of the year carries with it the obligation to perform such duties as advisement, pre-registration, and attendance at commencements, which fall just before or after the calendar dates of the term but which are parts of the regular program.

Section 3. Responsibilities of Faculty and Staff. Each member of the University faculty and staff shall have the following responsibilities:

- A. To operate within the general framework of University policy and practice.
- B. To represent the University creditably on all occasions.
- C. To give proper notice of resignation.
- D. Continually to improve his training and experience so as to qualify for the higher ranks, classifications, and salaries.
- E. During his period of full-time service to the University not to engage in a regular business or to be regularly employed for remuneration by other agencies except with the approval of the President of the University and of the Board of Trustees.
- F. To participate in the State Universities Retirement System of Illinois (unless he is on temporary appointment of one year or less).

Section 4. Rights and Privileges of Faculty and Staff. Each member of the University faculty and staff shall have the following rights and privileges:

- A. To participate in the formulation of basic policy in his area of concern and to assist in the promotion of the University's general welfare.

- B. To receive the benefits of a defined and equitable system of annual service, service loads, assignments, vacations, sick leaves, leaves with and without pay, and (in the case of continuing members of the academic faculty) sabbatical leaves.
- C. To receive at the time of initial appointment a statement detailing the above rights and privileges as they have been approved by the Board of Trustees.

Section 5. Grievance Procedure.

- A. In case of difficulty or complaint, each member of the University faculty and staff shall have the right to use the channels provided for the settlement of grievances. In general, personnel problems should be solved within the organization at the level at which they arise, and in no case should individuals outside the University internal organization be asked to pass on such difficulties until established University channels have been exhausted. Academic staff members may appeal through the regular academic channels; Civil Service employees successively to their supervisors, personnel officers, the Chief Officer for Business Affairs, and the President; student helpers successively to their supervisors, the Chief Officer for Student Services, and the President.
- B. If any member of the University staff feels that he is unjustly or unfairly treated, he is privileged to file formal complaint with the President of the University, who shall refer it promptly to the appropriate officer in the usual administrative channels for hearing and adjudication, personally or by committee appointed for the purpose by the administrative officer to whom the case is referred. The decision or recommendation for dealing with the case shall be filed with the President of the University. If the staff member concerned is not content with the decision thus reached, he is privileged to request the President to hear the case and to render decision. If the staff member is still dissatisfied, he may appeal in writing from the decision of the President to the Board of Trustees, and the President shall present the appeal to the Board at its next regular meeting. The Board of Trustees shall then determine whether it shall hear the case or refuse to take action upon it.

Section 6. Academic Freedom and Tenure.

A. Academic Freedom.

- 1. The Southern Illinois University shall operate under the following principles of academic freedom stated in the Bulletin of the American Association of University Professors, Spring Quarter, 1950, pages 45 to 49.

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher¹ or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

¹"The word 'teacher' as used in this document is understood to include the investigator who is attached to an academic institution without teaching duties."

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights. . . .

(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

2. In discussing controversial matters in the classroom a teacher should proceed in a fair and scholarly manner.

B. Academic Tenure.

1. Tenure Ranks. Tenure shall hereinafter be interpreted as meaning permanent holding of an academic rank and position of employment. Tenure applies only to a basic nine-months appointment each year.

All regular members of the teaching and research staff with the ranks of professor, associate professor, assistant professor, and instructor, shall be eligible to attain tenure. Whereas appointments in the three professorial ranks will normally carry or lead to tenure, unless made for a stated term or unless due notice to the contrary is given, in the case of instructors all appointments will be term appointments unless otherwise specifically stated in a written notice of appointment or reappointment. Professionally trained persons who serve in capacities that may be broadly interpreted as involving teaching and/or research functions in the library, in extension, and in student personnel work shall be eligible for tenure. The Board may, in addition, give tenure to specific persons of the University organization not included in the above-named groups.

2. **Tenure Schedule.** Tenure shall be granted to faculty members according to the following schedule, except when abridgement of the probationary period is formally authorized. Years served in any rank shall apply toward tenure in the next higher rank:
 - (a) A professor shall have tenure nine months from the date of original appointment at this rank, unless he is given a written statement that his appointment will be terminated at the end of his second academic year of service.
 - (b) At the end of a two-year probationary period an associate professor must be notified in writing either that he has been given tenure or that his appointment will not be renewed at the end of the third year. An associate professor who has served previously as assistant professor at this University shall have tenure from the date of his original appointment to the rank of associate professor.
 - (c) Prior to the end of a four-year probationary period an assistant professor must be notified in writing either that he has been given tenure or that his appointment will not be renewed at the end of the fifth year.
 - (d) An instructor normally shall be appointed for no longer than one year. Such term appointment may be renewed annually, but if the instructor is not to be reappointed following his second or any subsequent year of employment, he shall be given written notice not less than six months preceding the termination of his appointment. Prior to the end of the fifth year of service the appointee must be notified in writing either that he will be given tenure starting with his sixth year of service with the University or that his term appointment will not be renewed beyond the sixth year.
 - (e) A lecturer is a faculty member in a temporary or non-regular rank and shall normally be appointed for no longer than one academic year. The appointment may be renewed annually, but if there is uncertainty about reappointment following his second or any subsequent year of employment, he shall be given written notice not less than six months preceding the termination of his appointment. Years of service at the rank of lecturer shall be applied toward tenure in one of the four regular ranks (professor, associate professor, assistant professor, and instructor) if later appointment to one of these ranks is made, but shall not ordinarily lead to tenure in the rank of lecturer.
3. **Temporary Appointments.** Each person employed on a temporary or term basis shall be given a statement in writing of the conditions and the period of his appointment. Reappointments to any such position shall create no presumption of a right to a subsequent term appointment or to permanent appointment, except as provided by earlier statements in this article.

4. Administrative Assignments. A person from the faculty assigned to an administrative position shall not be deprived of tenure or of the highest academic rank he has attained nor limited in any way from normal progress toward tenure or promotion. Such appointment or removal shall not deprive any person of service credit already attained toward the achievement of tenure under the provisions of these statutes. Service credit toward the achievement of tenure may be earned while administrative and academic ranks are held concurrently. The administrative functions, titles, salaries, and annual periods of employment of such individuals shall be distinct and severable from their academic ranks.

5. Termination of Service.

- (a) A faculty member who holds tenure may have his appointment terminated by the University only for adequate cause, such as moral turpitude, incompetence, willful neglect of duty, financial exigency, or cutbacks in program. Termination of service shall conform to the principles of the American Association of University Professors. Termination for cause of a tenure appointment or the dismissal for cause of a teacher previous to the expiration of a term appointment, shall, if possible, be considered by both a faculty committee and the governing board of the institution. "In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an advisor of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. . . ."¹
- (b) Except in case of financial exigency or cutbacks in its program for the University a faculty member who has been on tenure, but is dismissed for any reasons not involving moral turpitude or willful neglect of duty, shall receive his salary for at least a year from the date of notification of dismissal, whether or not he is continued in his duties at the University for the balance of a year. Whether or not the faculty member will be required to continue with his duties for the remainder of the year shall be the decision of the University. Termination of a tenure appointment because of financial exigency or cutbacks in program should be demonstrably bona fide.
- (c) Notice of resignation from employment by a faculty member who is on either probation or tenure ordinarily shall be submitted in writing at least three months prior to the expiration of his current period of appointment. Except by mutual consent, a resignation involving a termination of service prior to the

¹Bulletin of the American Association of University Professors, Spring Quarter, 1950, p. 45 et. seq.

expiration of the period of appointment shall be regarded as a breach of contract by the faculty member, and the fact shall be entered upon his personnel record in the office of the Chief Officer for Academic Affairs for such further use as facts justify.

(d) Operation and Effect of These Provisions.

- (1) Nothing contained in the foregoing provisions shall be construed as impairing any rights with respect to the status of any member of the academic staff in effect at the time that these provisions were adopted.
- (2) All provisions of the University with respect to terms of faculty employment shall be published and each person who holds a regular faculty appointment, or to whom such a position is offered, shall receive a copy thereof. All holders of academic appointments who cannot qualify for tenure shall be informed in writing or in printed form of the provisions covering their particular appointments or positions.

6. Annual Review. It shall be the responsibility of the head of each appropriate unit to review annually the status of each member of his unit who does not have tenure and to make suitable recommendations regarding dismissal or granting of tenure for each person whose quality of performance or period of probationary service calls for a decision.

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President
for Operations

May 28, 1964

S P E C I A L B U L L E T I N T O F A C U L T Y A N D S T A F F

Colonel Donovan M. Vance, Illinois Civil Defense Director, has announced that all Civil Defense Public Warning Devices in Illinois will be tested on the first Tuesday of each month in a uniform manner. All testing will be done at a standardized time for the state. The testing will start on Tuesday, June 2, 1964, at 10:30 A.M.

Legislation was enacted by the 73rd General Assembly to enable the Illinois Civil Defense Agency to test Public Warning Systems for Civil Defense at a common time.

The test each first Tuesday of the month will consist of:

1. A one-minute steady blast for the ALERT signal
2. A one-minute of silence - followed by
3. One-minute of the wailing tone or series of short blasts for the TAKE COVER signal.

The purposes of the state-wide uniform sounding of the Warning Devices are to familiarize the general public with the different signals, to reduce confusion when Illinois residents are visiting other communities, and to conduct the tests at a time when businesses, schools and industries are in operation.

Faculty members are requested to take a few minutes to present this information to their students on Monday, June 1, 1964.

John E. Grinnell
Vice President for
Operations

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois
June 1, 1964

SPECIAL BULLETIN TO THE FACULTY

FROM: Convocations Committee

SUBJECT: Instructions for Commencement Exercises, Friday, June 12, 1964, 7:30 p.m., D.S.T.

The Commencement Exercises make up one of the most important parts of the school year. It is a time that means much to the students, the parents, the faculty, and the administrative staff of the University. Every member of the faculty with the rank of instructor or above is expected to participate in the academic procession unless excused by the dean or director of his college, school, or institute. Lecturers are not required to attend but are invited to participate if they care to do so. It is only through the concerted cooperation of all participants that the Commencement Exercises can be a dignified and stately ceremony.

TIME: The Faculty should be present by 7:25 p.m. Friday evening, June 12. The orchestra concert will begin promptly at 7:30. The procession will be in four lines arranged according to departments. Departmental Chairmen will be responsible for the lining up of the members of their respective departments. Please follow the signs which will be placed for your convenience. (Note attached diagram.)

THE PROCESSIONAL: The Faculty will follow the platform party under the direction of designated faculty marshals into McAndrew Stadium. The Faculty will proceed across Harwood Avenue. All will enter through the North Center Gate of McAndrew Stadium. Upon entering the stadium, two lines will proceed down the east track and two lines down the west track. The four lines will proceed to the area assigned. The platform will be placed at the far south end of the field.

PROCEDURES DURING THE CEREMONIES: At the end of the Processional everyone should remain standing until after the Invocation. When all are in place, the President will remove his cap at which time all men should do the same. After the Invocation, all should be seated, the men replacing their caps.

The ceremonies will be televised and broadcast by WSIU-TV (Channel 8) and WSIU-FM (91.9).

THE RECESSIONAL: There will be a recessional. The marshals will indicate the procedures to be followed.

ACADEMIC REGALIA: The cap is an essential part of the academic dress and is to be retained on the head throughout all academic exercises except by men during prayer. The position of the tassel should be placed so as to hang over the left front of the cap. The top of the cap should be parallel with the floor.

Tradition indicates that it is best for the men to wear a white shirt, tie, and dark trousers or suit under the gown. Both men and women should wear dark shoes.

Faculty members wishing to rent academic regalia from the University Book Store should place their orders immediately. Caps, gowns, and hoods may be picked up at the University Book Store at the University Center on Thursday or Friday, June 11 or 12. The University Book Store will be open Commencement evening from 5:30 p.m. to 11:00 p.m. CAPS AND GOWNS MUST BE RETURNED TO THE UNIVERSITY BOOK STORE IMMEDIATELY AFTER THE COMMENCEMENT EXERCISES.

PROCEDURES IN CASE OF RAIN: In case of rain the Commencement Exercises will be held in the University Arena. One-half of the faculty as designated by the dean or director of the various units are required to attend the Commencement Exercises. Those designated will assemble in the north lobby of the Arena floor. Entrance is through the northeast entrance of the Arena--not the Panhandle. Cars may be parked in the black-top play area at the northeast entrance.

The academic procession, in no special order, will follow the Platform Party in double lines through the northwest door and be seated on the east side of the Arena floor. Faculty receiving Faculty Service Awards will head the left-side line and be seated nearest the Platform as directed by the marshal.

Graduating seniors will have degrees conferred en masse. Only Graduate students will receive diplomas on stage.

The faculty will follow the marshals in the recessional through the northeast entrance.

Frank C. Adams, Chairman
Convocations Committee

SOUTHERN ILLINOIS UNIVERSITY
Carbondale Campus

↑
SOUTH

↑
SOUTH

Arrangement of Faculty Procession for McAndrew Stadium*

Commencement, June 12, 1964

LINE 1 -- Klimstra
Division of University Extension

LINE 2 -- McClure
Division of Technical and Adult Education

ROUTE 51
Vocational-Technical Institute

Communications

Journalism

Printers

Photography

Radio-Television

Speech

Theatre

Fine Arts

Art

Design

Music

Home Economics

Clothing and Textiles

Food and Nutrition

Home and Family

Home Economics Education

Technology

Applied Science

Industrial Education

*For persons with rank of Instructor or above. Lecturers are invited to participate, but attendance is not required.

LINE 2 -- Dey
Faculty Service Awards
Liberal Arts & Sciences
Anthropology

Botany
Chemistry
English
Foreign Languages
Geography
Geology
Government
History

Mathematics
Microbiology
Physics
Philosophy

Secondary Education
Special Education
Teacher Training
University School

Agriculture
Agriculture Industries
Animal Industries
Forestry

Plant Industries
LINE 4 (cont.)

Nursing
Community Dev. Inst.
Labor Institute
Latin Amer. Inst.

Small Business Inst.
Transportation Inst.

Special Centers and Research Units

Student Work Program
University Architect

Student Affairs
Counseling and Test.

Financial Asst.
Housing Center

Student Activities
Health Service

Air Science

LINE 4 -- Layer
President's Office
Area Services
Alumni Office
Community Serv.
Information Serv.
Broadcasting
Placement Service
General Instruction
Academic Advisement
and Sectioning
Coop. Clinical Serv
General Studies
Museum
Registrar
University Libraries
University Press
Business Affairs
Aux. & Serv. Ent.
Business Manager
Personnel Office
Physical Plant

Student Work Program
University Architect

Student Affairs
Counseling and Test.

Financial Asst.
Housing Center

Student Activities
Health Service

Air Science

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

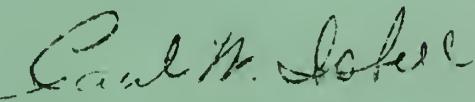
Office of the Vice President for Operations

June 15, 1964

SPECIAL BULLETIN TO FACULTY AND STAFF

Sounding of Fire Alarms

In order to test fire alarm equipment, the fire alarms will be sounded in all academic buildings on Thursday, June 18, and Friday, June 19, 1964.


Paul W. Jokell
Director of Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

July 1, 1964

S P E C I A L B U L L E T I N T O F A C U L T Y A N D S T A F F

TAX-DEFERRED ANNUITIES

At its July 1, 1964, meeting the Board of Trustees approved an optional Tax-Deferred Annuity Program which has also been approved by the University of Illinois Board of Trustees and by the State Teachers College Board. Printed copies explaining the benefits and requirements of this program are now being made available to all faculty and other staff members.

Delyte W. Morris
President

Southern Illinois University

Tax-Deferred Annuity Program



June, 1964

SOUTHERN ILLINOIS UNIVERSITY

TAX-DEFERRED ANNUITY PROGRAM

TAX- DEFERRED ANNUITY PROGRAM

As a member of the staff of the University, you may wish to take advantage of the University tax-deferred annuity program which, under existing provisions of Section 403 (b) of the United States Internal Revenue Code, may be to your tax advantage. In brief, the program is an arrangement under which you may request the University to reduce your salary by any amount up to a statutory maximum described below, and the University will then use this amount to purchase a retirement annuity for you from sources described later in this communication. You will be given full ownership of all values accumulated in your annuity.

The tax-deferred annuity program is voluntary and does not alter your contributions or benefits under the compulsory State Universities Retirement System program. Your contributions and benefits under the Retirement System will be based on your gross salary prior to this salary reduction.

If you participate in the annuity program, the premium paid for your annuity is not included in your current taxable income. These funds, together with the interest they earn, will be included as taxable income when you take them out of the annuity either as cash withdrawals or retirement income benefits, or when they are paid to your beneficiaries. The annuity program, therefore, enables you to defer the federal income tax on that part of your earnings used by the University to purchase annuities for you. The federal income tax on the interest accumulations in your annuities is similarly deferred.

Deferral of the tax may or may not work to your advantage depending upon whether the tax rate applicable to you is higher or lower when the annuity funds are distributed.

Personal circumstances will determine whether it is to your advantage to participate in this program. For example, it may work to your possible disadvantage if, when the money is distributed:

- (1) income tax rates have increased substantially.
- (2) you have fewer personal exemptions.
- (3) your total taxable income is at current or higher levels.
- (4) a state income tax is imposed without exempting funds which have been accumulated in such tax-deferred annuities prior to the imposition of the tax.

It could work to your possible advantage if, for example, when the money is distributed:

- (1) your total taxable income is lower than it is currently.
(In making calculations of your expected retirement income from the State Universities Retirement System and the income tax status of that income, review the applicable sections of the Retirement System Handbook.)
- (2) you have more personal exemptions than you have currently.
(Persons age 65 and over have a double exemption, and those not covered by Social Security have a retirement income credit.)
- (3) income tax rates have reduced substantially, or
- (4) the benefits to be gained from interest earnings on money that otherwise would have been paid in taxes are sufficient to offset a higher tax rate.

Limits:

The minimum annual premium is \$120 per year (\$10 monthly). You may elect any percentage reduction in your salary between this minimum and the maximum established by the Internal Revenue Code.

In determining the maximum salary reduction that you can request in any one year for use by the University for the purchase of a tax-deferred annuity, your years of service with the University is a factor. You may not change the percentage of salary reduction for at least one year; however, you will be permitted to terminate the arrangement at any time. To determine the maximum salary reduction allowed for your "first year" under the plan, multiply your current annual University salary by the appropriate service factor in the following table.

Factor for Years of University Service Through
End of Calendar Year

<u>Years</u>	<u>Factor</u>	<u>Years</u>	<u>Factor</u>
1	.16	16	.76
2	.28	17	.77
3	.37	18	.78
4	.44	19	.79
5	.50	20	.80
6	.54	21	.80
7	.58	22	.81
8	.61	23	.82
9	.64	24	.82
10	.66	25	.83
11	.68	26	.83
12	.70	27	.84
13	.72	28	.84
14	.73	29	.85
15	.75	30	.85

To determine factor for more than 30 years of service, use the following formula:

$$\text{Factor} = \frac{N}{5 + N} \quad \text{where } N = \text{years of service, including the current calendar year.}$$

For succeeding years, use the following worksheet for determining the maximum salary reduction allowable:

Step I. Enter the following amounts:

- A. Total of your University Appointment Salary during calendar year. \$ _____
- B. Total amount used by University in previous years to purchase annuities for you under the tax-deferred annuity program. \$ _____

Step II.

1. Add A + B \$ _____
2. Enter Service Factor from above table \$ _____
3. Multiply 1 by 2 \$ _____
4. Enter B \$ _____
5. Subtract 4 from 3 \$ _____
6. Divide 5 by A to determine percentage _____ %

Step 5 above produces the maximum salary reduction allowed for the calendar year in question.

If you have questions on determining your maximum salary reduction, contact the payroll section of the Personnel Office on your campus. (Carbondale 453-2451) (Edwardsville 656-3970, Ext. 251)

Companies From Which Annuities may be Purchased

The law requires that your annuity be purchased and paid for by the University. In order to offer this tax-deferred annuity program to you, the University will incur some service costs. It must set up administrative procedures for purchasing the annuity for you, make the necessary premium payments, handle necessary salary contract arrangements, handle reporting procedures, etc. These routines must be created and operated without regard to the number of employees who will probably avail themselves of this service.

The number of insurance companies from which annuities may be purchased is necessarily restricted to keep administrative costs at a minimum consistent with providing the staff a reasonable variety of annuity plans.

A careful analysis of the leading companies was made. That study encompassed both group and individual policies. Selection criteria were established and the following five companies have been designated as the insurers for the tax-deferred annuity program at Southern Illinois University:

Group Contracts

Continental Assurance Company

Prudential Life Insurance Company of America

Individual Contracts with Local Agency Service

Massachusetts Mutual Life Insurance Company

Northwestern Mutual Life Insurance Company

Individual Contracts Serviced by Mail

Teachers Insurance and Annuity Association and its affiliated company, College Retirement Equities Fund

The five companies selected offer a variety of contracts ranging from the combined fixed dollar variable annuity of TIAA-CREF, the group annuities of Continental and Prudential to individual retirement annuity policies of Massachusetts Mutual and Northwestern Mutual. Among these companies sufficient variation of annuity programs is available so that you should have no difficulty in satisfying your needs if you elect to participate in this program.

The selection of a program from one of the five recommended companies shall be the individual employee's election. To be eligible to participate, the staff member must secure the "Election to Participate" card from the Personnel Office and file it with the payroll section not later than the 15th of the month for the annuity to become effective on the first of the following month. The companies have prepared brief outlines of their programs which follow the comparison charts.

COMPARISON OF ACCUMULATED CASH VALUES BY COMPANIES
PER \$100 MONTHLY PREMIUM

<u>NUMBER OF YEARS IN FORCE</u>	<u>AMOUNT CONTRIBUTED</u>	<u>MASSACHUSETTS MUTUAL (2)</u>	<u>NORTHWESTERN</u>	<u>CONTINENTAL</u>	<u>PRUDENTIAL</u>	<u>T.I.A.A. (3)</u>
<u>Guaranteed Cash Values</u>						
With Dividends (1)						
Guaranteed Cash Values	1	\$ 1,200	\$ 943.67	\$ 1,005.84	\$ 1,194.75	\$ 1,167.54
With Dividends (1)			958.29	1,014.04	1,198.74	1,178.35
Guaranteed Cash Values	3	\$ 3,600	3,223.86	3,312.69	3,711.16	3,590.92
With Dividends (1)			3,322.84	3,410.39	3,751.29	3,687.43
Guaranteed Cash Values	5	\$ 6,000	5,631.19	5,730.92	6,406.79	6,137.00
With Dividends (1)			5,896.16	6,003.92	6,525.26	6,414.33
Guaranteed Cash Values	10	\$12,000	12,253.21	12,314.09	14,016.06	13,080.44
With Dividends (1)			13,366.90	13,513.03	14,560.11	14,312.59
Guaranteed Cash Values	20	\$24,000	28,523.06	28,067.62	33,787.09	29,824.42
With Dividends (1)			34,089.08	33,881.33	36,636.35	36,013.41

(1) Dividends Not Guaranteed.

(2) Massachusetts Mutual also has a single premium annuity program which requires a minimum \$1,000.00 deposit premium and provides higher values.

(3) No cash withdrawal settlement or loan value. Death benefits paid as an annuity to beneficiary or a lump sum to estate.

COMPARISON OF MONTHLY ANNUITIES BY COMPANIES
PER \$100 MONTHLY PREMIUM
RETIREMENT AT AGE 65
MALE (1)

TEN YEAR CERTAIN - LIFE ANNUITY

	<u>AGE WHEN FIRST PREMIUM WAS PAID</u>	<u>MASSACHUSETTS</u>	<u>MUTUAL</u>	<u>NORTHWESTERN</u>	<u>CONTINENTAL</u>	<u>PRUDENTIAL</u>	<u>TIAA (3)</u>
Annuity Values <u>Excluding Dividends</u>	40	\$274.00	\$220.00	\$305.00	\$352.00	\$218.00	
		<u>With Dividends (2)</u>	<u>342.00</u>	<u>318.00</u>	<u>347.00</u>	<u>383.00</u>	<u>368.00</u>
Annuity Values <u>Excluding Dividends</u>	50	141.00	121.00	151.00	171.00	114.00	
		<u>With Dividends (2)</u>	<u>161.00</u>	<u>151.00</u>	<u>164.00</u>	<u>177.00</u>	<u>174.00</u>
Annuity Values <u>Excluding Dividends</u>	60	41.00	36.00	42.00	45.00	33.00	
		<u>With Dividends (2)</u>	<u>43.00</u>	<u>40.00</u>	<u>44.00</u>	<u>46.00</u>	<u>47.00</u>

- (1) Monthly Annuity Values slightly less for females.
- (2) Dividends not guaranteed.
- (3) Election of TIAA-CREF (a variable annuity) would result in lower guarantees and benefits would be dependent upon performance of the stock market. Figures are based on premiums to TIAA only and make no allowance for CREF.

Statement Prepared By
CONTINENTAL ASSURANCE COMPANY

Continental has designed a tax-deferred annuity program especially for the employees of Southern Illinois University.

Continental is offering a plan with extremely liberal guarantees; you are guaranteed interest at the rate of 3½% for as long as you are in the plan if you join the plan during the first five years of the program (1964-69). This guarantee applies to all your deposits (even those made after the first five years) provided the deposits don't exceed, in any given year, your average annual deposit during the initial five years of the program.

If you check the comparison chart, you will find that Continental's guaranteed cash values and guaranteed monthly income are very favorable. Your values and monthly income with Continental may be increased by dividends also.

Continental is able to provide such a good plan because of group rates and values. The Continental is writing a group contract which has lower expenses for administration and is passing its expense savings on to you.

Some additional features of Continental's plan are:

1. Continental's minimum monthly deposit is only \$10.00.
2. Many liberal retirement options are available to you.
(Continuation of payments to your beneficiary on your death, guaranteed payment for twenty years, and many others).
3. Flexibility. Your deposits can vary month to month and year to year.
4. Service from Continental's highly trained home office staff of pension specialists.

Statement Prepared By
The Prudential Insurance Company of America

The Prudential's Fixed Dollar Group Annuity Contract

The following is a brief description of the group annuity contract which the University has entered into with The Prudential Insurance Company of America. A more detailed description has been made available by Prudential. Copies may be obtained at the Personnel Office.

An Individual Annuity Account for Each Participant - If you decide to participate in the group contract, an individual Annuity Account will be established for you by the Prudential. Each dollar contributed for you, after deduction of five cents for expenses and contingencies, will be credited to this Account. Interest will be added each month. An administration charge, currently \$5.00, is deducted each year. Whenever you elect to receive an income, your Annuity Account will be converted into an annuity for you. Various types are available. You can select whichever type of annuity you believe best meets your financial needs at that time.

Amount of Contributions - There is no fixed contribution schedule. As long as you follow the guidelines set forth by the University, you can select each year the contribution rate most suitable to you. There are no contractual restrictions or penalties or suspension, discontinuance, or recommencement of contributions at any time, although the proposed tax regulations limit changes to once a year.

Interest Earnings - The interest credited to your Annuity Account is at a rate established by the Prudential. The contract requires the Prudential to establish this interest rate for each month at or before the beginning of the month and to keep it within a range of from 90% to 120% of the average yield at market value on certain long term U. S. Government Bonds. For April, 1964, the interest rate has been established at 4-1/4% per annum.

Whenever the interest rate changes, either up or down, compensating adjustments are made to both your Annuity Account and the annuity purchase rates applicable to it. The purpose of these adjustments is to recognize the effect which the interest rate for the month in which a contribution was received has on the amount of annuity which may be provided by such contribution. The advantage of this arrangement is described in the more detailed description referred to at the top of this page.

Withdrawals - At any time before your Annuity Account is converted to provide an annuity for you, you may elect to have it cancelled and a single sum paid to you. The amount of this payment is determined in the same manner as your Annuity Account, but assuming interest was always credited at the rate of 3% per annum. You may also elect a partial withdrawal, in which event an appropriate partial cancellation of your Annuity Account is made.

Death Before Retirement - If you should die before retirement, your beneficiary may elect to receive a single sum payment, as described above, or to have your Annuity Account used to provide an annuity on his or her life, or a monthly income for ten years.

Guarantees, Dividends, General - The arrangement provided by the group annuity contract may not be changed before June, 1969. Any change which is made thereafter will apply only to contributions made after the change, except that changes in the annual administration charge and the compensating adjustments for changes in interest rates will apply to the entire Annuity Account. Any dividends declared under the group contract will result in increased benefits.

Statement Prepared By
Massachusetts Mutual Life Insurance Company

The Massachusetts Mutual, through its experience in this field, is prepared to furnish the following services to you in setting up a tax-deferred annuity program.

1. To provide sales representatives for individual conferences with each interested person to answer questions of a more specific nature and to determine the advisability of such individual entering the program.
2. To review each case on an annual basis for the purpose of determining the employee's plans for the coming school year. At this time, the employee will be advised of the current value of his investments, and any questions which may have arisen can be answered.
3. To provide at retirement assistance in determining which option will be best suited to the individual's needs, taking into account income from Social Security and the Universities State Retirement Program.
4. To maintain an individual file on each participant so that any questions that might arise can be answered quickly and accurately.
5. Our home office has an actuary and an attorney working on annuities on full-time basis who are available by phone to assist on legal and technical questions which may arise.

Our experience has shown that all of the above steps are desirable if the program is to be of maximum benefit to the school system and the employees.

PRODUCT

The Annual Premium Retirement Annuity provides monthly life incomes commencing at various maturity ages. Optional monthly life income settlements may be elected as desired. The disability waiver of premiums benefit may be attached to such annuity policies prior to maturity to annuities for cash values. Furthermore, the death benefits prior to maturity are the return of premiums paid or cash values if greater. These policies are participating.

The Additional Benefit agreement provides a flexible deposit feature permitting variation of annual outlay from year to year under one policy. A "stop-and-go" feature accommodates annuitants for whom diversion of salary to pay premiums are temporarily suspended due to sabbatical leave. An important feature of the ABA is the fact that each single premium paid those under this plan are able to purchase a paid-up retirement annuity at rates guaranteed as of the issue date of the basic policy.

Some employees - in most cases those within 15-20 years of their normal retirement age - have rather substantial amounts of salary diverted to the annuity program. For these people, the Massachusetts Mutual offers "Single Premium Retirement Annuities." Use of these contracts will maximize the amount of maturity proceeds and total monthly income available from a given level of annual outlay diverted from salary prior to the employee's retirement.

These contracts provide for a monthly life income under an Annuity Supplementary Contract (ASC) option that is nonparticipating. The amount of income payable under the ASC will reflect current and anticipated features. Mortality and interest experience will generally be considerably higher than the guaranteed income provided under the options for recently issued policies.

Statement Prepared By
THE NORTHWESTERN MUTUAL LIFE INSURANCE COMPANY
Milwaukee, Wisconsin

HISTORY

Northwestern Mutual's individual Retirement Annuity policy was especially adapted and is particularly well suited for funding tax-deferred annuity programs. The Company's wide-spread activity in the tax-deferred annuity field has given it an excellent opportunity to learn the needs of university staff members. It pioneered in the field and was instrumental in developing legislation extending the benefits of the tax-deferred annuity program to public school and university employees.

FLEXIBILITY

The Northwestern Mutual's Retirement Annuity policy has been designed to provide maximum flexibility, guaranteed by contract. It provides a reasonable "stop-and-go" deposit procedure to cover emergency and sabbatical leaves. Minimum payment accepted is \$22 per month.

Important, too, in this program is flexibility in event of employment termination, retirement, or death. Should you leave the University and work for an organization not covered by the favorable tax provision, you may still continue to make deposits. At retirement or prior thereto (subject to applicable Federal Tax Laws and Regulations), the annuity policy provides a wide selection of settlement arrangements. Our experience has demonstrated the vital importance, in many cases, of using annuities for emergency or opportunity funds, particularly for those University employees who will have substantial guaranteed income through your Retirement System.

OWNERSHIP

All values in Northwestern Mutual's annuity policies are vested in the annuitant as owner and are withdrawable at any time by him, subject to applicable Federal tax law and regulations. In event of death, the policy provides for a return of all deposits plus dividends, or the cash value of the contract, whichever is greater. The annuitant has the right to name the beneficiary and the manner of settlement.

INDIVIDUAL COUNSELING AND SERVICE

Personal service is important, not only at the outset in determining whether or not to participate in the program but later when determining the more advantageous method of withdrawing the accumulated funds. Availability of experienced representatives is of utmost importance to you, since proper coordination of this program with all other phases of your financial interests including the University Retirement Plan, Social Security (if any), securities and investments, and insurance programs, is essential to your future enjoyment of maximum benefits.

Statement Prepared By

TEACHERS INSURANCE AND ANNUITY ASSOCIATION
AND
COLLEGE RETIREMENT EQUITIES FUND

TIAA and CREF are companion organizations working together to provide a retirement program especially designed for educators. Both organizations have the same limited eligibility, nonprofit status and the same officers and staff manage both companies.

TIAA is a legal reserve life insurance and annuity company founded in 1918 by the Carnegie Foundation for the Advancement of Teaching. It provides annuities and life insurance for the college world at low cost. Premiums to a TIAA annuity purchase a definite amount of future retirement income, the same amount from year-to-year except as increased by dividends.

CREF is a separate nonprofit corporation established in 1952 to provide a new and unique type of annuity for educators. Policyholders may place 1/4, 1/3 or 1/2 of their annuity premiums in a CREF variable annuity and the rest in a TIAA fixed-dollar annuity. The purpose of the balanced TIAA-CREF system is to provide a retirement income that is more responsive to changes in the cost of living than a fixed-dollar annuity alone.

Premiums to CREF buy "accumulation units" (like shares of ownership) in a broadly diversified common stock fund. The number of units credited to a participant depends upon the current value of the accumulation unit. The value is determined each month and is based on the current market value of all common stocks in CREF's accumulation fund. Thus, the value of a participant's total CREF accumulation rises and falls with the monthly change in the value of the accumulation unit. Dividends that CREF receives are reinvested and apportioned to participants as additional accumulation units.

When a participant retires his CREF retirement income is expressed not as a fixed number of dollars but as a fixed number of annuity units payable each year for life. The dollar value of CREF annuity units changes from year-to-year to reflect the market value and dividend income of the Fund's investments. Since common stock values and earnings tend to rise during inflation, the CREF annuity will tend to pay more annuity dollars when the cost of living rises, fewer when it falls. The TIAA contract, on the other hand, provides a fixed number of dollars regardless of economic trends and will, therefore, provide greater purchasing power when the cost of living falls. Thus, the two parts of this system are designed to complement each other providing good income during periods of steady living costs and acting as a hedge against both inflation and deflation.

For additional information on the tax-deferred annuity programs, please check the program(s) which you are interested in and return this page with your name and address to the Personnel Office.

Massachusetts Mutual

Your inquiry will be forwarded to the agent who will contact you for an appointment.

Northwestern Mutual

Your inquiry will be forwarded to the agent who will contact you for an appointment.

TIAA

Your inquiry will be forwarded to TIAA who will contact you by mail.

Continental

A meeting will be set up with the representative of the company and you will be advised by mail of the exact time and place.

Prudential

A meeting will be set up with the representative of the company and you will be advised by mail of the exact time and place.

NAME _____

ADDRESS _____
(Campus or Home)

TELEPHONE _____

513
S6
7-2-64

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President
for Operations

SERIALS DEPT.

D-216,

July 2, 1964

SOUTHERN ILLINOIS UNIVERSITY
LIBRARIES CARBONDALE

S P E C I A L B U L L E T I N T O F A C U L T Y A N D S T A F F

Colonel Donovan M. Vance, Illinois Civil Defense Director, has announced that all Civil Defense Public Warning Devices in Illinois will be tested on the first Tuesday of each month in a uniform manner. All testing will be done at a standardized time for the state. The testing will be at 10:30 A.M. on Tuesday, July 7, 1964.

Legislation was enacted by the 73rd General Assembly to enable the Illinois Civil Defense Agency to test Public Warning Systems for Civil Defense at a common time.

The test each first Tuesday of the month will consist of:

1. A one-minute steady blast for the ALERT signal
2. A one-minute of silence followed by
3. One-minute of the wailing tone or series of short blasts for the TAKE COVER signal.

The purposes of the state-wide uniform sounding of the Warning Devices are to familiarize the general public with the different signals, to reduce confusion when Illinois residents are visiting other communities, and to conduct the tests at a time when businesses, schools and industries are in operation.

Faculty members are requested to take a few minutes to present this information to their students on Monday, July 6, 1964.

John E. Grinnell
Vice President for
Operations

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois
July 27, 1964

SPECIAL BULLETIN TO THE FACULTY

FROM: Convocations Committee

SUBJECT: Instructions for Commencement Exercises, Friday,
August 7, 1964, 7:30 p.m., D.S.T.

The Commencement Exercises make up one of the most important parts of the school year. It is a time that means much to the students, the parents, the faculty, and the administrative staff of the University. Every member of the faculty on a continuing appointment is expected to participate in the academic procession unless excused by the dean or director of his college, school, or institute. Faculty on term appointments are not required to attend but are invited to participate if they care to do so. It is only through the concerted cooperation of all participants that the Commencement Exercises can be a dignified and stately ceremony.

TIME: The Faculty should be present at 7:20 p.m., Friday evening, August 7. The Summer Band concert will begin promptly at 7:20. The procession will be in four lines arranged according to departments. Departmental Chairmen will be responsible for the lining up of the members of their respective departments. Please follow the signs which will be placed for your convenience. (Note attached diagram.)

PROCESSIONAL: The Faculty will assemble south of the University Gymnasium and will follow the platform party under the direction of designated faculty marshals into McAndrew Stadium. The Faculty will proceed across Harwood Avenue. All will enter through the North Center Gate of McAndrew Stadium and proceed down the center of field to the area assigned as directed by the marshals. The platform will be placed at the fifty-yard line, facing the West stands.

PROCEDURES DURING THE CEREMONIES: At the end of the Processional everyone should remain standing until after the Invocation. When all are in place, the President will remove his cap at which time all men should do the same. After the Invocation, all should be seated, the men replacing their caps.

The ceremonies will be televised and broadcast by WSIU-TV (Channel 8) and WSIU-FM (91.9).

RECESSINAL: There will be a recessional. The marshals will indicate the procedures to be followed.

ACADEMIC REGALIA: The cap is an essential part of the academic dress and is to be retained on the head throughout all academic exercises except by men during prayer. The position of the tassel should be placed so as to hang over the left front of the cap. The top of the cap should be parallel with the floor.

Tradition indicates that it is best for the men to wear a white shirt, tie, and dark trousers or suit under the gown. Both men and women should wear dark shoes.

Faculty members wishing to rent academic regalia from the University Book Store should place their orders immediately. Caps, gowns, and hoods may be picked up at the University Book Store at the University Center on Thursday or Friday, August 6 or 7. The University Book Store will be open Commencement evening from 5:30 p.m. to 11:00 p.m. CAPS AND GOWNS MUST BE RETURNED TO THE UNIVERSITY BOOK STORE IMMEDIATELY AFTER THE COMMENCEMENT EXERCISES.

PROCEDURES IN CASE OF RAIN: In case of rain, the Commencement Exercises will be held in the University Arena. One-half of the faculty as designated by the dean or director of the various units are required to attend the Commencement Exercises. Those designated will assemble in the north lobby of the Arena floor at the northeast entrance. Cars may be parked in the blacktop play area. (Entrance to the lot is off the campus drive south of the University Center.)

The academic procession, in no special order, will process in double lines through the northeast door of the lobby and be seated as directed by the marshals.

Graduating seniors will have degrees conferred en masse. Only Graduate students will receive diplomas on stage.

The faculty will follow the marshals in the recessional.

Frank C. Adams, Chairman
Convocations Committee

SOUTHERN ILLINOIS UNIVERSITY
Arrangement of Faculty Procession:
Commencement, August 7, 1964

SOUTH

Alice P. Rector, Field Marshal for Faculty

Line 1
Mr. Klimstra, Marshal

Line 2
Mrs. Rector, Marshal

Line 3
Mr. Poirier, Marshal

Line 4
Mr. Ramp, Marshal

Liberal Arts and Sciences
Anthropology
Botany
Chemistry
English
Foreign Languages
Geography
Geology
Government
History
Mathematics
Microbiology
Philosophy
Physics
Physiology
Psychology
Sociology
Zoology
Home Economics
Clothing and Textiles
Food and Nutrition
Home and Family
Home Economics Ed.
Technology
Applied Science
Industrial Education

President's Office
General Instruction
Academic Advisement
and Sectioning
Museum
Registrar
University Libraries
University Press
Business Affairs
Aux. & Serv. Ent.
Business Manager
Personnel Office
Physical Plant
Student Work Program
University Architect
Student Affairs
Counseling & Testing
Financial Assist.
Housing Center
Student Activities
Health Service
Area Services
Air Science
Nursing
Institutes, Special
Centers and Research
Units

Division of Univ.
Extension
Division of Tech.
& Adult Ed.
Agriculture
Ag. Industries
Animal Industries
Forestry
Plant Industries
Business
Accounting
Economics
Management
Marketing
Sec. & Bus. Ed.
Communications
Journalism
Printing & Photo-
graphy
Radio-Television
Speech
Speech Correction
Theatre
Fine Arts
Art
Design
Music

OLD MAIN:

Education
Admin. & Super.
Elementary Ed.
Guidance
Health Education
Higher Education
Instructional Mat.
Physical Ed.-Men
Physical Ed.-Women
Recreation & Outdoor
Education
Secondary Education
Special Education
Teacher Training
University School

*LINES SHOULD BECOME EVEN
AS PROCESSIONAL BEGINS

GYMNASIUM

ROUTE 51

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President for Operations

July 30, 1964

S P E C I A L B U L L E T I N T O F A C U L T Y A N D S T A F F

INTERRUPTION OF ELECTRICAL SERVICE

In order to make necessary repairs, the electrical service for the following buildings will be shut down on Saturday, August 1, 1964, from 12 noon till 6 p. m.

If the weather does not permit this work to be accomplished on Saturday, it will be done on Sunday, August 2, from 8:00 a. m. till 2:00 p. m.

T - 13	Personnel Office
T - 14	Alumni Office
T - 15	Student Employment
T - 18	Housing, Testing, Post Office
T - 19	Student Affairs Office
T - 20	Parkinson Lab. Annex
T - 25	Industrial Education Barracks
T - 45	Security Office



Paul W. Isbell
Director of Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President
for Operations

August 6, 1964

SPECIAL BULLETIN TO FACULTY AND STAFF

Since there are no 7:30 A. M. classes scheduled after August 7, the University office hours will be 3:00 A. M. - 5:00 P. M., beginning Monday, August 10, 1964.

John E. Grinnell
Vice President for
Operations

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President for Operations

August 17, 1964

S P E C I A L B U L L E T I N T O F A C U L T Y A N D S T A F F

Interruption of Service

In order to make necessary repairs to the valves, expansion joints, etc., in our main steam distribution system for the campus, steam will be shut off in certain areas during August and September in accordance with the attached schedule.

Your cooperation in arranging your programs to comply with this schedule will be appreciated.

All facilities presently utilizing steam which have not been listed will continue to have steam during this repair period.

Area I - August 18 to 27 inclusive

McAndrew Stadium
The S. I. U. Arena

Area II - August 28 to September 11 inclusive.

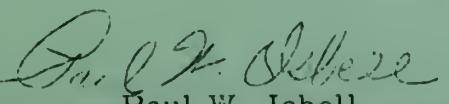
Parkinson Laboratory	Old Main
Browne auditorium	Gymnasium
Allyn building	Wheeler Hall
Shryock auditorium	Altgeld Hall

Area III - September 4 to September 11 inclusive.

Anthony Hall	Physical Education Wing
Woody Hall	Industrial Education Wing
Home Economics Building	Baptist Foundation
Morris Library	Wham Education Building
Life Science Building	Animal House
University School	

Area IV - September 11 to September 17 inclusive

Agriculture building	Thompson Point dormitories
Agriculture greenhouse	Small Group Dormitories
Lentz Hall	


Paul W. Isbell
Director of Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

September 1, 1964

S P E C I A L B U L L E T I N T O T H E F A C U L T Y A N D S T A F F

ECONOMIC OPPORTUNITY ACT OF 1964

On August 20, President Johnson signed into law the Anti-Poverty Act, which is officially entitled the "Economic Opportunity Act of 1964." This Act authorizes the expenditure of \$947.5 million in the current fiscal year for a variety of programs designed to combat the causes of and the alleviation of poverty.

Southern Illinois University has, of course, long been vitally concerned with the objectives to which this Act is directed. It is peculiarly fitted by virtue of its resources, both physical and personal, its previous activities, its location and its sense of purpose to assume more than local leadership in carrying out the purposes of the Act.

To this end an ad hoc committee, of which Mr. John S. Rendleman is chairman, has been established to stimulate and facilitate the formulation and submission of project applications by which the University can assume its responsibilities under the several titles of the Act, which are:

Title I. Youth Programs, including the Job Corps, Work-Training, and Work-Study programs.

Title II. Urban and Rural Community Action Programs, including Technical Assistance, Research, Training and Demonstration activities, and Adult Basic Education programs.

Title III. Special Programs to Combat Poverty in Rural Areas, including aid by financial assistance and by other means, of low-income rural

families; family farm development corporations; and cooperative associations; and assistance to migrant agricultural employees and their families.

Title IV. Employment and Investment Incentives, including the making of, participation in, or guaranteeing of loans to small businesses or to persons seeking to establish such concerns.

Title V. Work Experience Programs, specifically through the financing of experimental, pilot or demonstration projects to stimulate state programs to provide experience and training to unemployed fathers and other needy persons.

Title VI. Volunteers In Service To America, who will be recruited and trained to serve in specified mental health, migrant, Indian and other federally related programs, including the Job Corps and also in state and community anti-poverty programs.

Faculty and staff members are encouraged to submit project applications in accordance with the outline attached to Mr. Rendleman, in care of this office, as a matter of some urgency. In order that Southern Illinois University may demonstrate its broad and purposeful responsiveness to the solution of this major national problem through the submission of relevant applications, we would hope proposals could be prepared during the month of September.

To assist in the preparation of project applications, there is also attached an outline of the provisions of the Act, which has been prepared by the Social Legislation Information Service.

Delyte W. Morris
President

Presentation of Project Applications Under
Economic Opportunity Act of 1964 (Poverty Program)

To make certain that all project applications are sufficiently complete to allow for their proper consideration, it is suggested that the following outline be followed, to the extent appropriate.

1. Project title
2. Starting date
3. Period of project
4. Name, signature, position and department, or other unit of submitter
5. Signature of chairman and dean, or other appropriate officials, indicating approval of application
6. Summary of project - approximately 200 words
7. Objectives
8. Significance
9. Relation to previous work, citing relevant experience, studies or publications
10. Cooperating agencies, including financial or other support
11. Plan, including design and/or courses of study as appropriate
12. Facilities and resources
13. Participating personnel with vitae
14. Budget, including Southern Illinois University contribution and value ascribed to all relevant factors such as released time

Social Legislation Information Service

The bill, S 2642, was cleared for the White House on August 11, when the Senate accepted the amendments in toto in order to avoid sending the bill to conference. President Johnson indicated that he would sign the bill at a special ceremony on August 20.

The Economic Opportunity Act--central feature of the antipoverty program which is the special creation of President Johnson--brings together with new emphasis and in new relationship a number of programs, tried and untried. Some resemble measures in operation during the 1930's, such as the Civilian Conservation Corps and the National Youth Administration. More specifically, the job-corps and work-training programs are definitely patterned on the youth employment opportunities bill (S 1); the programs for migrant agricultural workers and their families are similar to the bills providing for education of migrants (S 521), day care for children (S 522), and sanitation of migrant labor camps (S 526); and the VISTA program is similar in many respects to the National Service Corps bill (S 1321), all of which were passed by the Senate in 1963 and are still in committee in the House. The work-study program and the adult basic education program in the new Act are closely related to parts of the omnibus education bill (S 580) introduced by the Administration in January 1963, on which extensive hearings were held. The youth training program resembles that already in effect on a small scale under the Manpower Training and Development Act. The special rural programs are a liberalized extension of existing Agriculture Department Programs, and the provision of loans for small businesses carry one step further the program of the Small Business Administration. The work-experience projects for unemployed fathers (title V) were authorized on an experimental basis by the Public Welfare Amendments of 1962, and pilot programs are now in operation in a number of localities.

House Amendments

Before passing the bill by a vote of 226 to 184, the House adopted several amendments, some of which were for the purpose of gaining support from conservative Southern Representatives. The bill presented to the House for debate by Rep. Landrum (D.-Ga.) incorporated several "modifications" of the Senate-passed bill. These modifications eliminated from title VI a provision to safeguard the eligibility of persons receiving unemployment compensation benefits for consideration in antipoverty projects; broadened a Senate amendment giving the governor of a State veto power over the location of Job Corps camps within the State and over plans for antipoverty projects submitted by private organizations other than institutions of higher learning, by giving him veto power also over plans of public agencies; and dropped the forgiveness feature from the loans to low-income rural families (the Senate had already stricken out the section providing for small grants to give such families a fresh start).

Communist disclaimer added.--During debate the House adopted an amendment sponsored by Rep. Williams (D.-Miss.) requiring each enrollee in the job corps (title I, part A) to take an oath or affirmation of allegiance and to execute an affidavit that "he does not believe in, and is not a member of and does not support any organization that believes in or teaches the overthrow of the United States Government by force or violence or by any illegal or unconstitutional methods". (Sec. 104 (d)). A more general provision added to title VI bars use of funds appropriated under the Act to make payments to any individual unless he has executed a similar disclaimer.

The Senate accepted this House amendment on the strength of an unofficial advisory opinion from the Justice Department that the provision applies only to individuals who receive money directly from the Federal Government under the Act. Under this interpretation, it would not apply to organizations, community groups, or educational institutions; to individuals receiving loans (rural families, small business men); or to those benefiting from the Act without receiving money directly from the Government (participants in work-training and work-study programs). The disclaimer requirement would, apparently, apply to volunteers under title VI (VISTA) and perhaps to consultants from outside the Government and dairy farmers receiving indemnity payments under title III.

Youth Conservation Corps.--Also added during debate was a new section (sec. 110) requiring that at least 40 percent of the Job Corps enrollees must be assigned to camps where the work is for purpose of conservation of natural resources or development of public recreation areas.

High-school graduates eligible.--Another House amendment struck from section 104 ~~the~~ language limiting the job corps program to school drop-outs unable to profit from further education.

Loans to rural families.--An amendment offered by Rep. Green (D.-Ore.) was adopted which raised the ceiling on loans to low-income rural families (sec. 302 (a)) from \$1,500 to \$2,500 with a maximum maturity of 15 years.

Administration of the Act

The Economic Opportunity Act provides for an Office of Economic Opportunity in the Executive Office of the President. Named by President Johnson as OEO Director is Sargent Shriver, Director of the Peace Corps. His staff will be responsible for coordinating the poverty-related programs of all government agencies. To be operated directly by the OEO are the job corps, the program for Volunteers In Service To America (VISTA), the community action program, and the special programs for migrant workers.

In addition, the OEO will distribute funds to existing agencies to operate other programs authorized by the Act. The work-training program will be administered by the Department of Labor; the work-study program through the Department of Health, Education, and Welfare; adult basic education through DHEW, also, rural antipoverty program through the Department of Agriculture; loans to small business through the Small Business Administration; and community work and training projects for welfare recipients through DHEW.

Funds

The Act sets up a three-year program, but authorizes appropriations only for the current fiscal year, ending June 30, 1965. The appropriations for 1966 and 1967 are left for later determination by Congress. The total appropriation authorized for 1965 is \$947.5 million, of which \$412.5 million is for the youth programs (title I) and \$340 million for community action programs (title II-A).

In final form, the measure provides for the following programs:

Youth Programs (Title I)

A Job Corps (Part A) is established to provide education, work experience, and vocational training in conservation camps and residential training centers for young men and women, 16 to 21 years of age. Up to 40,000 would be enrolled the first year, 100,000 the second year; 40 percent must be placed in Conservation Corps camps. It was made clear in debate that the Congressional intent is for one-third of the enrollees to be girls. Section 107-A, added by the Senate, bars any political discrimination in selecting enrollees, and any political activity to influence elections on the part of officers, employees, or enrollees of the Corps, on penalty of dismissal.

Part B provides for a work-training program, under which the OEO Director would make agreements with state and local governments or nonprofit organizations to pay part of the cost of full or part-time employment, to enable young men and women, 16 to 21, to continue or resume their education or to increase their employability. Federal funds may be used for up to 90 percent of the cost for the first two years, and thereafter for not more than 50 percent unless the OEO Director finds a higher percentage is required.

Part C establishes a work-study program under which the OEO Director would make agreements with colleges and universities to pay part of the cost of part-time employment of undergraduate or graduate students from low-income families, to permit them to begin or continue college-level education. The federal share of the compensation of students under part C must not exceed 90 percent of their compensation during the first two years of the program, and 75 percent thereafter.

Under both part B and part C, employment may be either (a) on publicly owned and operated facilities or projects, or (b) on local projects sponsored by private nonprofit organizations other than political parties and other than projects involving the construction, operation, or maintenance of so much of any facility used for religious instruction or worship.

Community Action Programs (Title II)

Under Part A, the OEO Director is authorized to pay up to 90 percent of the costs of antipoverty programs planned and carried out at the community level. Community action programs may be administered by a public or private nonprofit agency other than a political party. The Director may make grants to or contract with public or private nonprofit agencies to pay part or all of the costs of community action programs, including projects which are components of a community action program. Such projects must provide expanded and improved services, assistance, and other activities and facilities for low-income individuals and families. The Senate rejected an amendment proposed by Senator Ervin (D.-N.C.) which would have barred grants to any school affiliated with any church or related organization. However, section 205 (b) states that "no grant or contract authorized under this part may provide for general aid to elementary or secondary education in any school or school system. The House committee added provisions (sec. 209-c) that public agencies and private organizations (but not institutions of higher education) must submit plans for community action projects to the State Governor, who is allowed 30 days in which he may disapprove them; and (sec. 209-d) that no private institution or organization is eligible for participation unless it has had a previous concern with problems of poverty or is sponsored by one or more such institutions or by a public agency, or is an institution of higher education.

The OEO Director is authorized (sec. 207) to make grants to, or enter into contracts with institutions of higher education or other appropriate public agencies or

"private organizations" (nonprofit deleted in the House) for the conduct of research, training, and demonstrations.

Basic education and literacy training for adults, 18 and over, who have completed no more than the fifth grade or its equivalent, is authorized by part B.

Part C, added in the House version, provides for a "voluntary assistance program for needy children." This is to give individual Americans an opportunity to "participate in a personal way in the war on poverty" by assisting in the support of one or more needy children, in a program coordinated with city or county social welfare agencies. A special section in the Office of Economic Opportunity will serve as an information and coordination center.

Rural Antipoverty Programs (Title III)

Low-income rural families meeting certain conditions may obtain loans, up to \$2,500, under Part A, for the purpose of effecting a permanent increase in family income. Loans may be used for real estate, farm operations, participation in cooperative associations, or to finance nonagricultural enterprises supplementing family income.

For migrant agricultural workers and their families (and, by House amendment, other seasonally employed agricultural workers) under part B, programs providing housing, sanitation, education, and day care for children will receive assistance. Such programs might be administered by States, local public and nonprofit agencies, institutions, organizations, farm associations, or individuals.

Added in the Senate is a provision (sec. 331) for indemnity payments to dairy farmers for milk dumped because the Government finds that it contains pesticide residues. The payments are to be made by the Secretary of Agriculture "at a fair market value" and cover the period from January 1, 1964, until the time when the farmer is again allowed to sell milk for human consumption. Appropriation of "such funds as may be necessary" is authorized. This section expires January 31, 1965.

Employment and Investment Incentives (Title IV)

The OEO is authorized by this title to make, participate in, or guarantee loans up to \$25,000 to small businesses on more liberal terms than is possible under the regular loan provisions of the Small Business Act.

Work-Experience Programs (Title V)

To stimulate the adoption by the States of programs providing work experience or training for unemployed fathers and needy persons, the OEO Director is authorized to transfer funds to DHEW to pay costs of experimental, pilot, or demonstration projects.

Administration; VISTA volunteers (Title VI)

This title establishes the position of OEO Director and a staff, and authorizes the Director to recruit and train VISTA volunteers to serve in specified mental health, migrant, Indian, and other federally related programs, including the Job Corps, and also in State and community antipoverty programs.

Treatment of Income (Title VII)

Originally a policy declaration that an individual's opportunity to participate in certain programs under this act should neither jeopardize, nor be jeopardized by, his receipt of public assistance or unemployment compensation, this title now refers only to public assistance.

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SERIALS DEPT.

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SOUTHERN ILLINOIS UNIVERSITY
CARBONDALE

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President

September 24, 1964

S P E C I A L B U L L E T I N T O F A C U L T Y A N D S T A F F

General Inspection of Fire Alarm System

A general inspection of the Fire Alarm system will be held on October 1 and 2, 1964. The alarms will be set off in all academic buildings on campus. The alarm inspection is a necessary safety precaution to assure proper working order.



Paul W. Isbell
Director of Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President

September 30, 1964

S P E C I A L B U' L L E T I N T O F A C U L T Y A N D S T A F F

Colonel Donovan M. Vance, Illinois Civil Defense Director, has announced that all Civil Defense Public Warning Devices in Illinois will be tested on the first Tuesday of each month in a uniform manner. All testing will be done at a standardized time for the state. The testing time will be at 10:30 A. M.

Legislation was enacted by the 73rd General Assembly to enable the Illinois Civil Defense Agency to test Public Warning Systems for Civil Defense at a common time.

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Faculty members are requested to take a few minutes to present this information to their students.



Paul W. Isbell
Director of Business Affairs

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

October 6, 1964

S P E C I A L B U L L E T I N T O F A C U L T Y A N D S T A F F

POWER INTERRUPTION

It will be necessary to have a power interruption on October 8, beginning at 12:00 a. m. and lasting for two to four hours, in order to connect an electrical cable. The buildings that will be affected are:

Wham Education Building
University School
Baptist Foundation
The Old Campus
University Center

It will also be necessary to have another power interruption on October 10, from 6:00 a. m. to 6:30 a. m. to permit the Central Illinois Power Company to connect new services. This interruption will affect the entire campus.



Paul W. Isbell
Director of Business Affairs

MISS DOROTHY E. HEICKE
GENERAL LIBRARY
CARBONDALE CAMPUS

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Executive Secretary
of the University Council

October 16, 1964

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

ELECTION TO FILL VACANCY ON GENERAL STUDIES COMMITTEE

To the University Faculty on the Carbondale Campus:

Professor Robert D. Faner has found it necessary to resign his position as a member of the General Studies Committee, thus creating a vacancy representing the general academic area of Humanities. In accordance with the procedures adopted by the University Faculty for filling such vacancies, it will be necessary for the voting faculty to nominate a panel of three members of the University Faculty* from which the President will select the representative to complete Professor Faner's term of office. You are therefore requested to nominate three members of the University Faculty (preferably from the general area of the Humanities) and submit these three nominations on the enclosed ballot not later than October 23. The names of the six persons receiving the highest number of nominations will then be submitted to you on a ballot on which you will vote for three persons in order to create the final panel from which the President will select the person to serve out the vacancy.

Since this Committee has a great volume of work, the President's Office has suggested that nominations be made from members of the full-time teaching staff, so that no one who must combine administrative or other duties with his teaching will be required to serve.

The report of the Canvassing Committee and the final selection will be published to you as soon after the final voting as possible.

Roland Keene
Executive Secretary of the
University Council

*The University Faculty (also referred to above as the voting faculty) consists of all professors, associate professors, assistant professors, and those instructors on continuing appointment.

October 16, 1964

B A L L O T

Please list below the names of the three persons who
are members of the University Faculty on the Carbondale
Campus (preferably from the academic area of the
Humanities) whom you wish to submit as nominees for
the existing vacancy on the General Studies Committee.

RETURN THIS BALLOT SEALED IN THE ENCLOSED ENVELOPE
NO LATER THAN OCTOBER 23, 1964, TO THE OFFICE OF THE
EXECUTIVE SECRETARY OF THE UNIVERSITY COUNCIL.

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

October 16, 1964

SPECIAL BULLETIN TO THE FACULTY

Chicagoland Career Day

Southern Illinoi-
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Chicago Asso-
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D CAREER DAY.

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BALLOT

Mr. Roland Keene

Office of the Executive Secretary
of the University Council

Ralph W. Rutherford
Vice President
Area and Student Services



SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

October 16, 1964

SPECIAL BULLETIN TO THE FACULTY

Chicagoland Career Day

On Tuesday, October 20, 1964, the student body of Southern Illinois University in co-operation with the professional business fraternity Alpha Kappa Psi, the Chicago SIU Alumni Club, the Chicago Association of Commerce and Industry, the Alumni Service, and the Placement Service is sponsoring the Fourth Annual CHICAGOLAND CAREER DAY.

This activity will involve approximately 29 Chicago area firms and organizations, including the City of Chicago Schools. They will have display booths in the Ballroom of the University Center open from 8:00 a.m. to 5:00 p.m.

The general theme of the Career Day will be to emphasize to our students and faculty the various economic, cultural, social, and civic opportunities available within the greater Chicago area. Since this is an all-day activity, it is our hope that as many thousands of our students, faculty, and staff as possible will avail themselves of this excellent opportunity to become better acquainted with our friends from Chicago.

Ralph W. Ruffner
Vice President
Area and Student Services

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President for Academic Affairs

October 19, 1964

SPECIAL BULLETIN TO FACULTY

Senator Hubert H. Humphrey, Democratic vice presidential candidate, will be in Carbondale on Wednesday, October 21, and will speak in the SIU Arena at 2:30 p.m.

It is requested that students in 2:00 p.m. and 3:00 p.m. classes be dismissed to permit them to hear Mr. Humphrey.

If the Humphrey party is delayed and this is announced in advance, please adjust your class attendance requirements accordingly.

Robert MacVicar
Vice President for
Academic Affairs

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

October 19, 1964

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

FACULTY BUSINESS MEETING

A meeting of the University Faculty has been scheduled for 12:30 p.m. on November 7, 1964, at the Main Building of the East St. Louis Center of the Edwardsville Campus.

Important matters concerning the implementation of the new Statutes will be discussed. This occasion will also provide the faculty with an opportunity to meet the new vice presidents.

A brief outline of activities is as follows:

12:30 - 1:30 p.m. Buffet luncheon, Cafeteria,
East St. Louis Center

1:30 - 3:00 p.m. Faculty business meeting, Auditorium,
East St. Louis Center

(Upon adjournment, the Carbondale contingent--and any others who desire--will tour the new campus site at Edwardsville before returning home.)

Chartered buses have been arranged for this meeting. Carbondale members who desire bus transportation should complete the form below and return it to the President's Office by November 3, 1964. The buses will leave the University Center at Carbondale at 10:00 a.m. on November 7 for East St. Louis. The return trip to Carbondale will be completed at approximately 6:30 p.m.

Delyte W. Morris
President

I shall need bus transportation to East St. Louis Center for the faculty meeting on November 7, 1964.

I shall make my own arrangements for transportation.

Signed _____

SOUTHERN ILLINOIS UNI
Carbondale, Illinois

Office of the Executive Secretary
of the University Council

October 26, 1964

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

FINAL BALLOT ON THE GENERAL STUDIES VACANCY

On October 23, 1964, the University Faculty completed its nominations for the vacancy on the General Studies Committee. The Canvassing Committee met on October 24 to tally the nominations and canvass the results. Their report reveals that the following six persons were nominated for the final ballot:

Benziger, James
McClure, George
Morgan, Wesley
Pickett, Roy
Simeone, William
Webb, Howard

In addition, 153 additional faculty members received votes. A total of 188 ballots were cast.

These six nominees are, therefore, being submitted to you on the accompanying ballot. The purpose of this final ballot is to create a panel of three members of the University Faculty which will be submitted to the Vice President for Academic Affairs who will select from this panel the representative to complete the vacant term of office on the General Studies Committee.*

Kindly mark your ballot and return it sealed in the enclosed envelope no later than October 30, 1964, to the Office of the Executive Secretary of the University Council.

Roland Keene
Executive Secretary of the
University Council

*The new Statutes provide that the Chief Officer for Academic Affairs will select the membership of the General Studies Committee from the appropriate panels.

October 26, 1964

B A L L O T

Vote for three persons to constitute the panel of University Faculty members from which the Vice President for Academic Affairs will select the representative to complete the vacant term of office as member of the General Studies Committee.



JAMES BENZIGER



GEORGE McCLURE



WESLEY MORGAN



ROY PICKETT



WILLIAM SIMEONE



HOWARD WEBB

RETURN THIS BALLOT SEALED IN THE ENCLOSED ENVELOPE NOT LATER THAN OCTOBER 30, 1964, TO THE OFFICE OF THE EXECUTIVE SECRETARY OF THE UNIVERSITY COUNCIL.

BALLOT

Mr. Donald Slope

Office of the Executive Secretary

of the University Board

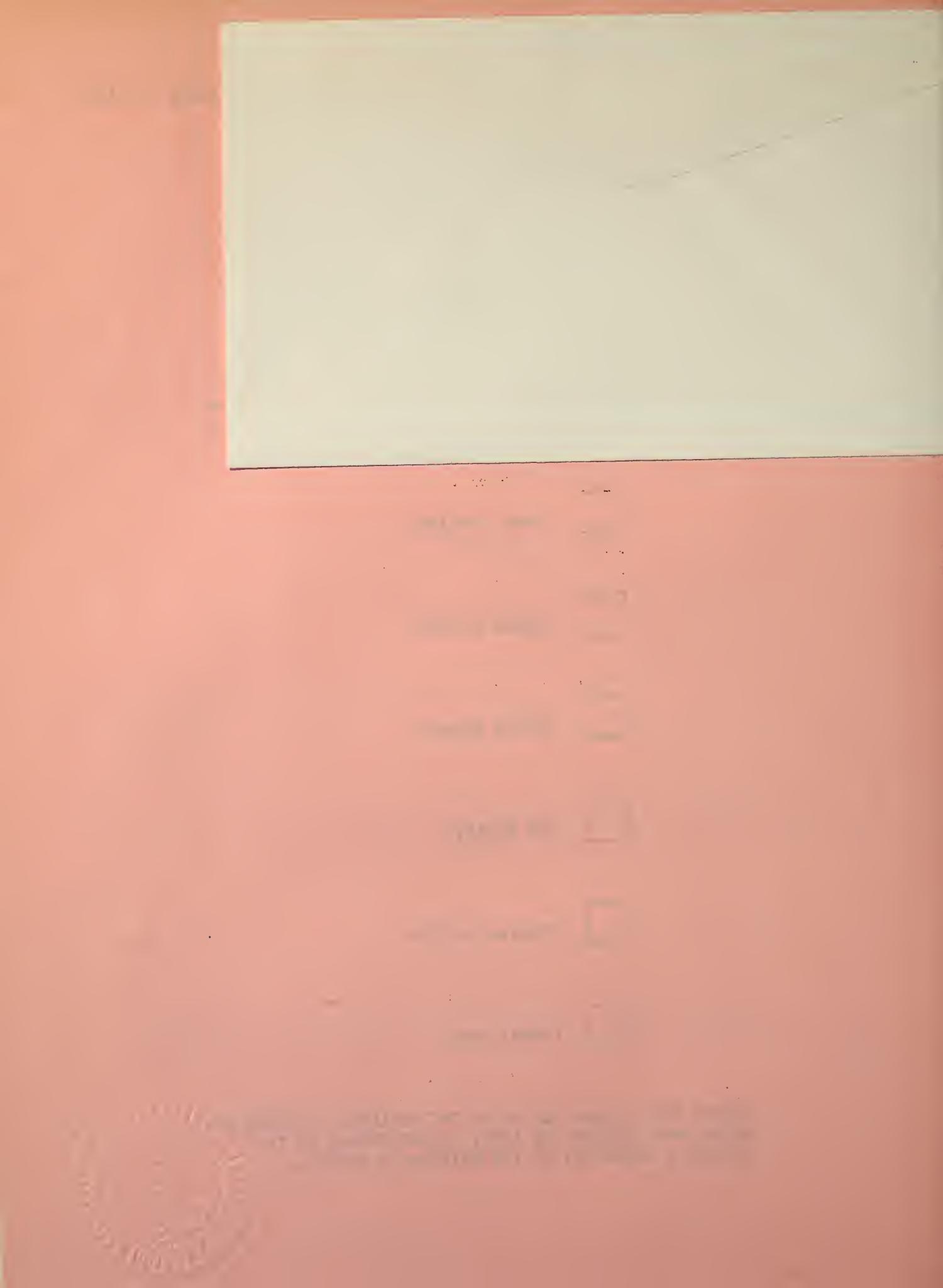
September 28, 1964

S T A F F

The Vice President for Academic Affairs, the Vice President for Business Affairs, and the Vice President for Student Affairs and Area Services are now located in the building formerly housing the offices of the Vice President for Operations at 315 West Grand directly west of the Baptist Student Foundation. The telephone number is 3-3344.

The offices of the Dean of Academic Affairs and the Director of Business Affairs are now located in the temporary building adjoining the west side of the President's parking lot. The telephone number is 3-2411.

John S. Rendleman
Vice President for
Business Affairs



SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President
for Business Affairs

October 28, 1964

S P E C I A L B U L L E T I N T O F A C U L T Y A N D S T A F F

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John S. Rendleman
Vice President for
Business Affairs

SERIALS DEPT.

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SOUTHERN ILLINOIS UNIVERSITY
LIBRARIES CARBONDALE

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

November 21, 1964

S P E C I A L B U L L E T I N T O T H E F A C U L T Y A N D S T A F F

REORGANIZATION OF AREA AND STUDENT SERVICES

The following organizational structure, personnel assignments and consequent delegations of administrative responsibility with respect to Area and Student Services are effective immediately and will stand until further notice.

The main purpose of this reorganization is to provide a new and experimental framework during the remainder of this transitional academic year to assist the orderly implementation of the new Statutes of the Board of Trustees.

More specifically, it is hoped that this reorganization will result, with respect to implementation of the new Statutes, in: (1) more effective day-to-day operations; and (2) a "Task Force" framework for the development of the working papers which are required by these Statutes.

Changes in personnel assignments are subject as required to consideration by the Board of Trustees.

A. ORGANIZATIONAL STRUCTURE

The following organizational structure is hereby established for Area and Student Services. Further refinement of this structure will be carried out under the direction of the Vice President for Area and Student Services.

Office of the Vice President for Area and Student Services

1. Three new staff positions are established as follows:

- a. Special Assistant for Legislative Information
- b. Special Assistant, Carbondale Campus
- c. Special Assistant, Edwardsville Campus

Area Services

Three divisions are established and existing units assigned to these divisions as follows:

2. International Services Division -- To be headed by an officer with the rank of Dean, who will be under the joint supervision of the Vice President for Area and Student Services and of the Vice President for Academic Affairs -- responsible to the former for operations and to both Vice Presidents for policy. Personnel and functions of the following offices are assigned to this Division:

- a. Dean of International Students
 - b. Coordinator of International Programs
3. State and National Public Services Division -- To be headed by a Director. Personnel and functions of the following units are assigned to this Division:
- a. Community Development Service, Carbondale and Edwardsville
 - b. Office of Public Administration and Metropolitan Affairs
 - c. Alumni Service, Carbondale and Edwardsville
 - d. Placement Service, Carbondale and Edwardsville
4. Communications Media Services Division -- To be headed by a Director. Personnel and functions of the following units are assigned to this Division:
- a. Information Service, Carbondale and Edwardsville
 - b. Broadcasting Service, Carbondale and Edwardsville
 - c. Photographic Service, Carbondale and Edwardsville

Student Services

Three divisions are established and existing units assigned to these divisions as follows:

5. Health Services Division -- To be headed by a Director who shall also be designated the University Physician. Personnel and functions of Health Service units at Carbondale, Vocational Technical Institute, Alton, and East St. Louis are assigned to this Division.
6. Student Affairs Division -- To be headed by a Dean of Students. Personnel and functions of units within the Offices of Student Affairs at Carbondale and Edwardsville which deal with general welfare, testing and counseling, and student activities are assigned to this Division.
7. Student Special Services Division -- To be headed by a Director, who will be under the joint supervision of the Vice President for Area and Student Services and of the Vice President for Business Affairs -- responsible to the former for operations and to both Vice Presidents for policy. Personnel and functions of the following units are assigned to this Division:
- a. Student Work Program, Carbondale and Edwardsville
 - b. Financial Assistance and Scholarships, Carbondale and Edwardsville
 - c. Coordinator of Housing, Carbondale and Edwardsville

B. CHANGES IN PERSONNEL ASSIGNMENTS

The following changes in personnel assignments while effective immediately will be carried out in an orderly transitional fashion as required:

1. Dr. William J. Tudor is reassigned from Director, Area Services Division, to the position of Special Assistant for Legislative Information.
2. Personnel in the Office of the Director, Area Services Division (other than the Director) are assigned to the Office of the Vice President for Area and Student Services with specific duties to be assigned at a later date.
3. Dr. I. Clark Davis is reassigned from Director of Student Affairs, Carbondale, to the position of Special Assistant, Carbondale Campus.
4. Dr. Howard V. Davis is reassigned from Director of Student Affairs, Edwardsville, to the position of Special Assistant, Edwardsville Campus.
5. Dr. Robert Jacobs is reassigned from Coordinator of International Programs and Acting Dean of International Students to the position of Dean, International Services Division.
6. Dr. John O. Anderson is reassigned from Associate Dean of the Graduate School and Director of the Office of Research and Projects to the position of Director, Communications Media Services Division.
7. Dr. Richard V. Lee is designated Director, Health Services Division and The University Physician.
8. Dr. Jack W. Graham is reassigned from his present assignments to the Academic Advisement Center and the Counseling and Testing unit at Carbondale to the position of Dean of Students.
9. Note: Until Directors are designated for the State and National Public Services Division and for the Student Special Services Division, units assigned to those two Divisions will be under the direct supervision of the Vice President for Area and Student Services.

Delyte W. Morris
President

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

November 23, 1964

S P E C I A L B U L L E T I N T O T H E G R A D U A T E F A C U L T Y

ANNUAL MEETING OF THE GRADUATE FACULTY

Rules of the Graduate Faculty specify an annual meeting of that body. Saturday, December 12, has been recommended as the date for this year's meeting, which will take place at the Carbondale campus on that morning and will begin with coffee at Furr Auditorium in the University School at ten o'clock. The more formal part of the meeting will begin promptly at 10:30.

Transportation will be provided for the Edwardsville members of the graduate faculty. More details about transportation and other aspects of the meeting will reach you in a later mailing in approximately one week.

It is my sincere hope that we can have a good attendance of graduate faculty from both campuses at this meeting. It is extremely important that the strengths of both campuses, at the level of graduate study, be combined in a single Graduate School. On the agenda are a report by the Acting Dean of the Graduate School, a discussion of desirable directions for the graduate program, and certain business items.

Delyte W. Morris
President

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11-24-64

SOUTHERN ILLINOIS UNIVERSITY

SERIALS DEPT.

DEC 01

Carbondale, Illinois

SOUTHERN ILLINOIS UNIVERSITY
LIBRARIES LIBRARY
Office of the Vice President
for Academic Affairs

November 24, 1964

MEMO TO: University Faculty, Carbondale Campus

FROM: Robert MacVicar
Vice President for Academic Affairs

SUBJECT: Evaluation of Student Achievement

Prior to the activation of the 1964-65 academic year, the many serious problems of scheduling final examinations during designated periods in the last week of the term led the Faculty Council to recommend (February 13, 1964) "to suspend the quarterly examination schedule." It is obvious, however, that several misapprehensions about the process of evaluation of student achievement through periodic and final examinations exist. The University Council has, therefore, discussed the matter and reaffirms the recommendation and decision to undertake an experimental approach to evaluation of student achievement, with examinations held only during the regularly scheduled class periods.

It was the intent of the Faculty Council and the University Council to provide maximum freedom to the teacher and his students to approach the evaluation process as may be most appropriate for the particular subject and level. Examinations will be given throughout the term and at the close as may be deemed by the professor or faculty member in charge as most expedient and appropriate. No set number of hours for any examinations given during the final week of the quarter are required.

It is hoped that this greater freedom and flexibility will be used to:

- (1) Increase the content of the course, especially in laboratory, studio and similar courses in which additional time for contact is provided by the elimination of "finals" week.
- (2) Promote an experimental approach to the process of the examination as a means of teaching and for stimulation of learning by the possibility of scheduling examinations more regularly throughout the term.
- (3) Stimulate a more orderly approach to review for examinations on the part of students.

In summary, it is expected that classes will meet on their regular schedule to the final class meeting of the term and that full freedom is afforded the teachers to use this time to the best advantage for the total learning process. It is expected that some culminating experience will be employed in most classes, but the length of such experience is no longer dictated by the schedule. It is hoped that all concerned will make every effort to afford this revised plan of evaluation as opportunity to be fully and fairly assessed during the remainder of this academic year.

SOUTHERN ILLINOIS UNIVERSITY

Office of the Executive Secretary
of the University Council

November 25, 1964

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

Correction to the List of Nominees in the Report to the Faculty and Staff

November 23, 1964

The above-mentioned issue of the "Report" incorrectly listed Regan Carpenter as one of the nominees for Faculty Council member submitted by the School of Home Economics, the School of Technology, the Department of Nursing, and the Library sector of the faculty on the Carbondale Campus. The correct list of nominees submitted by Home Economics, Technology, Nursing, and the Library (one vacancy) is:

George Carpenter
John Erickson
Frank Konishi
Wayne Ramp

Ballots containing these names along with nominees submitted by other sectors having vacancies on the Faculty Council will be circulated to the members of the University Faculty on the Carbondale Campus today.

Roland Keene
Acting Secretary of the
University Faculty

SOUTHERN ILLINOIS

PROFESSOR MAX WESLEY TURNER
~~PRESIDENTS OFFICE~~ General Library
CARBONDALE

Office of the Executive Secretary
of the University Council

November 25, 1964

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

At the direction of the President, the Executive Secretary of the University Council is acting as the temporary Secretary of the University Faculty in order that faculty elections may be conducted in the interim period between the retirement of Mr. Elbert Fulkerson and the first meeting of the reactivated Provisional Faculty Council. The new Secretary of the University Faculty will be appointed or reappointed annually from the faculty by the President after consultation with the Faculty Council.

Submitted herewith, therefore, are two ballots for the following purposes:

- (1) The election of representatives to the Faculty Council to fill expired terms.
- (2) The election of an at-large University Faculty representative to the University Council.

The rules require that the election of Faculty Council representatives be concluded not less than ten days following announcement of the nominees. The names of the nominees were published in the Report to the Faculty and Staff issued November 23, 1964. Please return the two ballots sealed in the enclosed envelope no later than December 4, 1964.

Roland Keene
Acting Secretary of
the University Faculty

November 25, 1964

ELECTION OF AT-LARGE UNIVERSITY FACULTY REPRESENTATIVE
TO THE UNIVERSITY COUNCIL - CARBONDALE CAMPUS

B A L L O T

At least five nominees are to be submitted for this election. A tie, however, made it necessary for the Canvassing Committee to certify seven names from the nominating ballot held at the meeting of the University Faculty at the East St. Louis Center on November 7, 1964. The seven names certified appear below in alphabetical order.

VOTE FOR ONE:

- Clark Allen
- Elmer Clark
- Robert Faner
- Robert Harper
- Frank Konishi
- Willis Moore
- Wayne Ramp

RETURN BALLOT BY DECEMBER 4, 1964.

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President
for Academic Affairs

December 1, 1964

SPECIAL BULLETIN TO FACULTY

On Thursday, December 3, Southern Illinois University will begin the celebration of the Season of Holidays with President and Mrs. Morris' Holiday Coffee Hour at 8:30 a.m. in the University Arena.

At 10:00 a.m., the traditional Season of Holidays Convocation will be held. Faculty and students are invited to participate in these events at the Arena.

Students who normally attend Freshman Convocation at the 1 o'clock hour are being asked to attend the single performance to be held at 10 o'clock. Although the morning class schedule will be maintained, it is hoped that faculty members involved in the 10 o'clock class period will be cognizant of this event in their planning for the week; faculty members may want to announce that students should plan to attend this convocation in lieu of regular class appearance.

The University is appreciative of the various departments working . Announce-
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Mr. Roland Keane

Office of the Executive Secretary
of the University Council



SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President
for Academic Affairs

December 1, 1964

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The University is appreciative of the various departments working together to make this traditional University convocation a success. Announcements about other activities relating to the Season of Holidays have already been distributed.

Robert MacVicar
Vice President for
Academic Affairs

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

December 8, 1964

S P E C I A L B U L L E T I N T O T H E F A C U L T Y A N D S T A F F

WAR ON POVERTY CONFERENCE

Governor Otto Kerner is sponsoring a conference on the War on Poverty in the Ballroom of the University Center, on Tuesday, December 15, 1964. Public officials and civic leaders from twenty Southern Illinois counties are being invited. Faculty and staff are also welcome to attend.

Registration will be from 9:00 - 10:00 a.m. The program will run from 10:00 a.m. to 4:30 p.m. The Governor will speak at 10:00 a.m. Other speakers will explain various features of the War on Poverty program during the day, with a special emphasis on "community action programs."

A luncheon is scheduled from 12:00 - 1:30 p.m., in the Ballroom. Tentative arrangements have been made for Congressmen Melvin Price and Kenneth Gray to speak at the luncheon. Luncheon tickets are priced at \$2.00. If you wish to join the conferees for lunch, please call in your reservation to 453-2346 before noon on Monday, December 14, 1964.

Delyte W. Morris
President

Governor's Conference on War on Poverty
ILLINOIS OFFICE OF ECONOMIC OPPORTUNITY
Southern Illinois University at Carbondale
Student Center Ballroom
December 15, 1964

C O N F E R E N C E A G E N D A

9:00 - 10:00 A.M.	Registration and Coffee (\$2.00 registration fee covers luncheon)
10:00 - 10:45 A.M.	Keynote Speakers Delyte Morris, President Southern Illinois University
	The Honorable Paul Douglas United States Senator
	The Honorable Otto Kerner Governor of Illinois
10:45 - 12:00 Noon	Conference Speakers*:
12:00 - 1:30 P.M.	Luncheon - Guest Speakers The Honorable Kenneth J. Gray 21st Congressional District
	The Honorable Melvin Price 24th Congressional District
1:30 - 2:40 P.M.	Conference Speakers
2:40 - 3:00 P.M.	Coffee Break
3:00 - 4:30 P.M.	Demonstration of Community Action Committee functions. Question and Answer Session
SUMMATION	Thomas C. Jackson, Administrative Director Illinois Office of Economic Opportunity

*Conference speakers will be representatives of the Washington Office of Economic Opportunity and Federal and State agencies legally involved in the program such as the United States Department of Labor and the Department of Health, Education and Welfare.

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

December 16, 1964

S P E C I A L B U L L E T I N T O T H E F A C U L T Y A N D S T A F F

OFFICE SCHEDULE FOR THE HOLIDAY RECESS

University offices will close at 12:00 noon, Thursday, December 24, 1964, and reopen at 8:00 a.m., Monday, December 28, 1964. For the New Year's break, the offices will close at 5:00 p.m., Thursday, December 31, 1964, and reopen at 8:00 a.m., Monday, January 4, 1965.

This vacation schedule for offices will not affect the schedule of other functions of the University which will continue through the holiday season.

Delyte W. Morris
President

SOUTHERN ILLINOIS UNIVERSITY

Office of the Vice President
for Business Affairs

December 18, 1964

S P E C I A L B U L L E T I N T O T H E F A C U L T Y A N D S T A F F

Issuance of Payroll Warrants for Pay Period of
December 1 through December 31, 1964

Our Payroll Office has been advised by the Office of the Auditor of Public Accounts in Springfield that our payroll warrants for the pay period December 1 through December 31, 1964 will be written and dated January 4, 1965. This January date is necessary in order that we will not suffer a thirteen month taxable year for income tax purposes in 1964.

This is to advise all members of the faculty and staff on the Carbondale Campus that payroll warrants cannot be distributed prior to January 4, 1965, including all direct deposits to all banks. We are sorry for the inconvenience which this "red-tape" may occasion.

John S. Rendleman

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Vice President for Operations

January 14, 1965

SPECIAL BULLETIN TO THE FACULTY AND STAFF

On Thursday, January 17, 1963, the Southern Illinois University siren will be sounded at 2:45 p.m. (ALERT SIGNAL) and at 3:05 p.m. (TAKE COVER SIGNAL). This sounding of the siren will be for the purpose of informing the students and others and for helping all of us to recognize the Alert Signal and the Take Cover Signal if it should become necessary to use them.

FACULTY MEMBERS ARE REQUESTED TO TAKE A FEW MINUTES TO PRESENT THIS INFORMATION TO THE STUDENTS IN THEIR 2:00 AND 3:00 CLASSES AT THE TIME THE SIREN IS BEING SOUNDED ON JANUARY 17, 1963. THIS IS TO BE A TEST ONLY.

A. ALERT SIGNAL - A STEADY WILDCAT BLAST OF SOME THREE TO FIVE MINUTES DURATION.

This means that information has been received from the U.S. Weather Bureau, that it has been confirmed, that there is SEVERE WEATHER FORECAST for our area, and that the Action Control Committee feels weather conditions will be extremely severe for the next few hours. Radios should be tuned to radio stations WSIU or WCIL for specific information which will be broadcast while the Alert is being continued.

B. TAKE COVER SIGNAL - A SERIES OF SHORT BLASTS OF THREE TO FIVE MINUTES DURATION. THESE BLASTS WILL BE SEPARATED BY 20 SECOND INTERVALS.

This means that we have received a Severe Weather Warning for our area and that severe weather or possible tornado is imminent. Persons in the area should TAKE COVER in the designated places. Campus streets should be cleared, gas and electricity should be turned off in the buildings, telephones should be used only for emergencies, and windows and doors on the NORTH and EAST should be left open with discretion.

CLASSES ARE NOT TO EVACUATE
THIS IS A SIREN TEST ONLY

John E. Grinnell
Vice President for
Operations

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SOUTHERN ILLINOIS UNIVERSITY

Office of the President

January 15, 1965

S P E C I A L B U L L E T I N T O T H E F A C U L T Y A N D S T A F F

The Special Bulletin to the Faculty and Staff of November 21, 1964, on the reorganization of Student and Area Services established a "State and National Public Services Division" within the office of the Vice President for Student and Area Services. Existing operational units assigned to this Division are: Alumni Records and Services; Community Development Service; Placement Service; and the Public Administration and Metropolitan Affairs Office.

Dr. Cameron W. Meredith hereby is reassigned from Head, Education Division, Edwardsville Campus, to the position of Executive Director, State and National Public Services Division, effective January 15, 1965.

Delyte W. Morris
President

MISS DOROTHY E HEICKE
GENERAL LIBRARY
CARBONDALE

SOUTHERN ILLINOIS UNIVE.
Carbondale, Illinois

Office of the Secretary
of the University Faculty

February 15, 1965

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

ELECTION TO FILL VACANCY ON GENERAL STUDIES COMMITTEE

To the University Faculty on the Carbondale Campus:

Professor Robert G. Layer has found it necessary to resign his position as a member of the General Studies Committee, thus creating a vacancy representing the general academic area of the Social Sciences. In accordance with the procedures adopted by the University Faculty for filling such vacancies, it will be necessary for the voting faculty to nominate a panel of three members of the University Faculty* from which the Vice President for Academic Affairs will select the representative to complete Professor Layer's term of office. You are therefore requested to nominate three members of the University Faculty (preferably from the general area of the Social Sciences) and submit these three nominations on the enclosed ballot not later than February 20, 1965. The names of the six persons receiving the highest number of nominations will then be submitted to you on a ballot on which you will vote for three persons in order to create the final panel from which the Vice President for Academic Affairs will select the person to serve out the vacancy.

For your convenience, the current membership of the General Studies Committee is listed at the top of the ballot.

Since this Committee has a great volume of work, it is suggested that nominations be made from members of the full-time teaching staff, so that no one who must combine administrative or other duties with his teaching will be required to serve.

The report of the Canvassing Committee and the final selection will be published to you as soon after the final voting as possible.

Roland Keene
Secretary of the
University Faculty

*The University Faculty (also referred to above as the voting faculty) consists of all professors, associate professors, assistant professors, and those instructors on continuing appointment.

February 15, 1965

List of current membership of the General Studies Committee is as follows:

Harry H. Smith, Chairman (Edwardsville)
Melvin E. Kazeck (Edwardsville)
Laurence R. McAneny (Edwardsville)
George T. McClure (Carbondale)
Willard D. Klimstra (Carbondale)
John A. Richardson (Edwardsville)

BALLOT

Mr. Roland Keene)
Office of the Executive Secretary)
of the University Council)

RETURN THIS BALLOT SEALED IN THE ENCLOSED ENVELOPE NO LATER
THAN FEBRUARY 20, 1965, TO THE OFFICE OF THE SECRETARY OF THE
UNIVERSITY FACULTY.



February 15, 1965

List of current membership of the General Studies Committee is as follows:

Harry H. Smith, Chairman (Edwardsville)
Melvin E. Kazeck (Edwardsville)
Laurence R. McAneny (Edwardsville)
George T. McClure (Carbondale)
Willard D. Klimstra (Carbondale)
John A. Richardson (Edwardsville)

B A L L O T

Please list below the names of the three persons who are
members of the University Faculty on the Carbondale Campus
(preferably from the academic area of the Social Sciences)
whom you wish to submit as nominees for the existing vacancy
on the General Studies Committee.

RETURN THIS BALLOT SEALED IN THE ENCLOSED ENVELOPE NO LATER
THAN FEBRUARY 20, 1965, TO THE OFFICE OF THE SECRETARY OF THE
UNIVERSITY FACULTY.

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

February 15, 1965

S P E C I A L B U L L E T I N T O T H E F A C U L T Y A N D S T A F F

REORGANIZATION OF DATA PROCESSING CENTER AND SYSTEMS AND PROCEDURES

As a start toward the implementation of the new Statutes, members of the Systems and Procedures staff will be directly responsible to the Director of the Data Processing Center, effective immediately. The Data Processing Center will now be directly responsible to the Vice President for Academic Affairs during the period while the best methods of implementing the new Statutes of the Board of Trustees are under study. As indicated in previous announcements concerning reorganization during this transitional academic year, it is hoped that these new delegations of administrative responsibility will result in (1) more effective day-to-day operations, and (2) a "task force" framework for the development of the working papers now required by the Statutes

Delyte W. Morris
President

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Secretary
of the University Faculty

February 22, 1965

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

FINAL BALLOT ON THE GENERAL STUDIES VACANCY

On February 20, 1965, the University Faculty completed its nominations for the vacancy on the General Studies Committee. The Canvassing Committee met on February 22 to tally the nominations and canvass the results. Their report reveals that the following six persons were nominated for the final ballot:

Brooks, Melvin
Campisi, Paul
Herr, William
Klingberg, Frank
Lange, Charles
Shelby, Lon

In addition, 139 additional faculty members received votes. A total of 171 ballots were cast.

These six nominees are, therefore, being submitted to you on the accompanying ballot. The purpose of this final ballot is to create a panel of three members of the University Faculty which will be submitted to the Vice President for Academic Affairs who will select from this panel the representative to complete the vacant term of office on the General Studies Committee.

Kindly mark your ballot and return it sealed in the enclosed envelope no later than March 1, 1965, to the Office of the Secretary of the University Faculty.

Roland Keene
Secretary of the
University Faculty

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Secretary
of the University Faculty

February 22, 1965

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

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Kindly mark your ballot and return it sealed in the enclosed envelope no later than March 1, 1965, to the Office of the Secretary of the University Faculty.

Roland Keene
Secretary of the
University Faculty

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

March 8, 1965

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

ANNUAL PERSONAL REPORT

The annual report forms for all staff members holding academic rank are being placed in the mailboxes this week. They should be filled in as described on the forms and three copies should be returned to the President's Office before April 1, 1965. These forms cover the activities of the calendar year 1964 only, and copies will be distributed through the appropriate vice presidents.

Wherever possible, a reprint or copy of each publication should accompany these forms for eventual deposit in the University archives.

All members of the faculty-administrative staff with the rank of instructor or above should fill out these forms because of their use in evaluation, in completing University records, and in providing reports of faculty strength to various outside agencies. A statement about the importance and use of these forms appeared in the General Bulletin to the Faculty under date of January 7, 1952. Members of the staff not included in the above definition may request forms from the President's Office and fill them out at their own option.

It was expected that a newly-designed form could be put into use this year, but because of mechanical difficulties this plan has been deferred.

Delyte W. Morris
President

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Vice President
for Business Affairs

April 2, 1965

SPECIAL BULLETIN TO FACULTY AND STAFF

Legislation was enacted by the 73rd General Assembly to enable the Illinois Civil Defense Agency to test Public Warning Systems for Civil Defense at a common time. The common time provided by this legislation was the first Tuesday of each month. The testing time is 10:30 a.m.

Since we are in the midst of the severe weather season, we urge each faculty member to take a few minutes at this time on Tuesday, April 6, to explain the warning signal to his students.

The test each first Tuesday of the month will include:

1. A one-minute steady blast for the Civil Defense Alert Signal.
2. A one-minute period of silence.
3. A two- or three-minute series of short or intermittent blasts for the TAKE COVER signal.

The purpose of the state-wide uniform sounding of warning devices is to familiarize the general public with the different signals.

In the event of severe weather or a possible tornado, we are permitted only to use the TAKE COVER signal.

John S. Rendleman

SOUTHERN ILLINOIS UNIVERSITY

Carbondale Campus

Office of the Vice President
for Business Affairs

April 12, 1965

SPECIAL BULLETIN TO DEPARTMENTAL CHAIRMEN OF THE
COLLEGE OF EDUCATION

Interruption of Steam Service

In order to install orifice plates in the existing steam lines, the steam service to the buildings listed below will shut off at 3 p.m. on Thursday, April 15, and will not be turned on again until the late afternoon of Friday, April 16.

University School
Wham Education Building

John S. Rendleman

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Vice President
for Academic Affairs

May 4, 1965

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

Scholastic Honors Day Convocation

The annual Scholastic Honors Day Convocation will be held at 7:30 p.m., Thursday, May 13, 1965, in Shryock Auditorium. All faculty and students are invited to attend this Convocation.

The Student Council and the Convocations Committee have planned this program to recognize those students who have achieved high academic averages.

The Honors Day address will be given by Assistant Professor Lon R. Shelby of the History Department. The address will be entitled, "Universities, Professors, and Students, or How to Get a Good Education by Trying Hard."

Department chairmen have been requested to designate two or more representatives to appear in academic dress and to participate in the procession. (Other faculty members are welcome to participate.) The procession will form at 7:20 p.m. on the second floor of Old Main.

All faculty members and their husbands or wives are invited to the reception immediately following the Convocation in the University Center.

The 7:35 p.m. classes (except those meeting once a week) will be dismissed on May 13 so that faculty members and students may attend the Honors Day Convocation. Faculty members are asked not to schedule exams on May 14.

Robert MacVicar
Vice President for
Academic Affairs

SOUTHERN ILLINOIS UNIVERSITY

Carbondale - Edwardsville

Office of the Vice President
for Business Affairs

May 12, 1965

S P E C I A L B U L L E T I N T O T H E F A C U L T Y A N D S T A F F

Illinois Building Authority Equipment

The Illinois Building Authority has been established to provide various state agencies with necessary operating facilities. Under the terms of the legislation establishing the Authority, the agencies are to pay for the facilities provided over a period of years under lease agreements. Within the terms of lease agreements, the University is currently acquiring large amounts of equipment that will remain the property of the Illinois Building Authority until the leases have been paid in full. While the equipment is the property of the Authority, it must remain in the building for which it was purchased, as is provided in the lease.

As with University-owned equipment, IBA (Illinois Building Authority) equipment will be the assigned responsibility of the person in charge of the area in which the equipment is located. In most instances, of course, this will be the fiscal officer of the department. The Chief Accountant will establish a separate equipment inventory account for each department which is assigned IBA equipment. As the equipment is acquired for the department, it will be assigned to that inventory account. As with the inventory accounts for University-owned equipment, the departments will be provided with a list of all changes monthly. When a department receives a list of the changes, it should be reviewed carefully to ascertain that all transactions have been properly recorded. If there are any discrepancies, the Chief Accountant's Office should be contacted. The inventory decals attached to the equipment will bear the initials IBA, otherwise they will be similar in appearance to the most current decals attached to University-owned equipment.

Certain special consideration must be given to IBA equipment by the department heads. As has been indicated above, this equipment must remain in the building for which it has been purchased. Thus, requests for the transfer of an occasional item of equipment from one department to another may be approved only if both departments are located in the same building. Any proposal to trade-in or otherwise dispose of Illinois Building Authority equipment will require special action. Under the terms of the lease, this equipment is insured against physical loss and damage by fire and the risks covered by standard extended insurance coverage. If losses do occur, the department head should immediately notify the Inventory Section of the Chief Accountant's Office and the Insurance Supervisor in the Purchasing Agent's Office, as well as the Security Office.

Additional information concerning the control and accountability for IBA equipment may be obtained by contacting the Property Control Section of the Chief Accountant's Office on either campus.

John S. Rendleman

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

May 14, 1965

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

ANNUAL SPRING FACULTY MEETING AND MEETING OF THE GRADUATE FACULTY

In accordance with the Statutes of the University and with the direction of the Graduate Council, a meeting of the general University Faculty is called for Saturday, June 5, at 1:30 p.m. at Carbondale in the Southern Illinois University Arena. The Graduate Faculty of the University will meet at 10:30 a.m. on the same day in the same location. Dinner will be served on the concourse of the Arena at 12:00 noon for members who wish to avail themselves of this service.

The principal item of business for the University Faculty will be the consideration of the report of a special committee on the organization of the Faculty Council. The document for consideration will be mailed to the faculty as soon as the final copy has been printed. The principal item of business for the Graduate Faculty is the consideration of its working paper, and this document will be mailed to the Graduate Faculty as soon as it is available.

It is hoped that all members of the Graduate Faculty and the University Faculty will make note of the above very important meetings on their calendars and be prepared to attend.

When the Faculty Council document is mailed to the University Faculty, detailed information will be made available to the faculty at Edwardsville concerning transportation arrangements.

Delyte W. Morris
President

Office of the Secretary
of the University Faculty

May 18, 1965

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

ELECTION OF MEMBERS OF THE
GENERAL STUDIES COMMITTEE AND
OF AT-LARGE REPRESENTATIVES OF THE
UNIVERSITY FACULTY ON THE UNIVERSITY COUNCIL

General Studies Election

The terms of one member of the General Studies Committee from each of the major campuses of the University expire at the beginning of the summer term every other year. The members of the General Studies Committee are appointed by the Vice President for Academic Affairs from panels nominated by the University Faculty and serve six-year terms. All terms expire in odd-numbered years. This year the terms of Willard D. Klimstra, Carbondale, and John A. Richardson, Edwardsville, expire on June 21, 1965.

In order to obtain the panels from which the Vice President for Academic Affairs will appoint the two members this year, you are asked to use the enclosed ballot for nominating three members of the University Faculty from your campus. The names of the six persons who receive the highest number of votes on each campus will be placed upon the final ballot and sent to the University Faculty members on their respective campuses. The three who receive the highest number of votes will constitute the panel from which the Vice President for Academic Affairs will make the appointment from that campus. Members whose terms are expiring are eligible to be nominated and reappointed.

Since the General Studies Committee has a great volume of work, the Office of the Vice President for Academic Affairs has suggested that nominations be made from members of the full-time teaching staff, so that no one who must combine administrative or other duties with his teaching will be required to serve.

Please complete the ballot and return it to the Secretary of the University Faculty by May 24, 1965. A list showing the current membership of the General Studies Committee appears at the top of the ballot for your convenience.

Election of At-Large Representatives to the University Council

Heretofore, the elected representatives on the University Council have served one-year terms. In accordance with the statutory provision that University-wide councils and committees will arrange for staggered terms among their respective memberships, the University Council has set the terms of its elected members at two years. In order to initiate the new pattern, the University Council sought advice from the Faculty Council Study Committee and the Graduate Council, and eventually adopted the following procedure:

- (1) For the two members from the general University Faculty, one will be elected in 1965 from the Carbondale campus for a one-year term, and one will be elected in 1965 from the Edwardsville campus for a two-year term;
- (2) For the two members from the Faculty Council, one will be appointed from the Carbondale campus for a two-year term, and one will be appointed from the Edwardsville campus for a one-year term;
- (3) For the member from the Graduate Council, one member will be appointed in 1965 for a one-year term; and
- (4) As all terms expire thereafter, the succeeding terms shall be for two years.

Accordingly, the University Faculty members on the Carbondale campus will elect their at-large representative this year for a one-year term, and the University Faculty members on the Edwardsville campus will elect their at-large representative for a two-year term. Any member of the University Faculty on the respective campuses is eligible for nomination and election (except for those persons who are ex officio members of the University Council).

The complete list of current members of the University Council is as follows:

Ex Officio Members

D. W. Morris, President (Chairman)
R. MacVicar, Vice President for Academic Affairs
R. W. Ruffner, Vice President for Student and Area Services
J. S. Rendleman, Vice President for Business Affairs
C. D. Tenney, Vice President for Planning and Review

Elected Members

Robert D. Faner, at-large (Carbondale)
Herbert H. Rosenthal, at-large (Edwardsville)
Robert G. Layer, Faculty Council (Carbondale)
Gordon C. Bliss, Faculty Council (Edwardsville)
Milton T. Edelman, Graduate Council

Please use the enclosed ballot for making nominations for the at-large representative to the University Council from your campus. The ballot should be completed and returned to the Office of the Secretary of the University Faculty by May 24, 1965. Three nominees from the Edwardsville campus and five nominees from the Carbondale campus will then be submitted on final ballots to the respective campuses for the election of the two representatives from the general University Faculty on the University Council.

Roland Keene
Secretary of the
University Faculty

May 18, 1965

List of current membership of the General Studies Committee is as follows:

	<u>Term Expires</u>
* Harry H. Smith, Chairman (Edwardsville)	1965*
Melvin E. Kazeck (Edwardsville)	1969
Charles H. Lange (Carbondale)	1969
Laurence R. McAneny (Edwardsville)	1967
George T. McClure (Carbondale)	1967
John A. Richardson (Edwardsville)	1965
Willard D. Klimstra (Carbondale)	<u>1965</u>

* The Vice President for Academic Affairs appoints the chairman annually from the combined panels.

- - - - -

B A L L O T

Please list below the names of the three persons who are teaching members of the University Faculty of the Carbondale Campus (preferably from the broad academic area of the Sciences) whom you wish to submit as nominees for membership on the General Studies Committee.

RETURN THIS BALLOT SEALED IN THE ENCLOSED ENVELOPE NO LATER THAN MAY 24, 1965, TO THE OFFICE OF THE SECRETARY OF THE UNIVERSITY FACULTY, CARBONDALE.

B A L L O T

Please list below the names of the five members of the University Faculty, Carbondale Campus, whom you wish to submit as nominees for the election of the at-large representative from the general University Faculty for that campus.

RETURN THIS BALLOT SEALED IN THE ENCLOSED ENVELOPE NO LATER THAN MAY 24, 1965, TO THE OFFICE OF THE SECRETARY OF THE UNIVERSITY FACULTY, CARBONDALE.

MISS DOROTHY E HEICKE
GENERAL LIBRARY
CARBONDALE

SOUTHERN ILLINOIS UNIVERSITY

Office of the Secretary
of the University Faculty

May 24, 1965

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

FACULTY MEETINGS - JUNE 5, 1965

1. The Graduate Faculty will meet at 10:30 a.m., June 5, 1965, in the Arena on the Carbondale Campus. The Graduate Office is sending materials for the meeting.
2. Luncheon will be served on the concourse of the Arena at 12:00 noon.
3. The University Faculty will meet at 1:30 p.m., June 5, 1965, in the Arena on the Carbondale Campus. The agenda will consist of:
 - (a) Report of the Provisional Faculty Council
 - (b) Consideration of the "Operational Paper of the University Faculty."
 - (c) Contingent upon approval of the "Operational Paper of the University Faculty" will be consideration of elections to implement the new Faculty Council.

NOTE: The operational paper to be considered consists of that portion of the operational processes of the University Faculty which creates the new (permanent) Faculty Council. Members of the University Faculty may submit amendments to the operational paper at the June 5 meeting from the floor if desired; however, such amendments must be presented to the chair in typewritten form so that they can be projected for the consideration of the assembled members.

You will receive within the next few days the "Provisional Statement of the Function of the Faculty Council." While this document has not been proposed for adoption this spring, it has been submitted as the provisional basis for the operation of the new Faculty Council.

The University Council, as the procedures body of the University, recommends that the approved section of the "Operational Paper of the University Faculty," the "Provisional Statement of the Function of the Faculty Council," and other procedural matters be carefully reviewed with a view toward submitting recommendations through the University Council for the completion of the "Operational Paper of the University Faculty," such recommendations to be referred to the University Faculty for final action before adoption.

4. Attached hereto are the following:

- (a) A copy of the "Operational Paper of the University Faculty."
- (b) A sheet to be used to send information to this office that will enable the provision of adequate facilities (in the case of Edwardsville faculty members, additional sheets are attached giving detailed information on transportation arrangements).

5. PLEASE FILL OUT THE LAST SHEET, DETACH, AND RETURN BY MAY 29, 1965.

Roland Keene
Secretary of the
University Faculty

SOUTHERN ILLINOIS UNIVERSITY

OPERATIONAL PAPER OF THE UNIVERSITY FACULTY

PURPOSE

The Faculty Council is the body empowered to act as agent for the University Faculty with delegated power to formulate broad policies in regard to the educational functions of the University.

ARTICLE I. STRUCTURE AND COMPOSITION OF THE FACULTY COUNCIL

A. Composition of the Faculty Council

1. Elected members

- a. The number of elected members of the council shall not exceed fifty.
- b. Representation on the Faculty Council shall be by campus and by school, college, or division.
- c. At Edwardsville the faculty units shall be the divisions, each to have at least one representative.
- d. At Carbondale the faculty units shall be the schools and colleges and the Vocational-Technical Institute, each to have at least one representative.
- e. For purposes of determining the voting members in the schools, colleges, and divisions, faculty members shall be counted in the schools, colleges, and divisions where they hold rank. The count at the beginning of the spring term shall govern.
- f. At Carbondale the library and the institutes, other than the Vocational-Technical Institute, shall be associated with the schools and colleges as follows:

Community Development Institute . . .	Liberal Arts and Sciences
Labor Institute	Business
Latin American Institute	Liberal Arts and Sciences
Library	Liberal Arts and Sciences
Rehabilitation Institute	Education
Small Business Institute	Business
Transportation Institute	Business

- g. At Carbondale, any person eligible to vote but not assigned through "d" or "f" above or any person dually assigned shall be assigned to a school or college or to the Vocational-Technical Institute by the Vice President for Academic Affairs.
- h. At Edwardsville the library shall be associated with the Humanities Division.
- i. At Edwardsville any person eligible to vote but not assigned through "c" or "h" above or any person dually assigned shall be assigned to a division by the Vice President for Academic Affairs.
- j. If any qualified member in the library or institutes holds rank in a school, college, or division, other than as associated in the listing above, he shall be counted and shall vote in the school, college, or division in which he holds rank.

- k. Representation on the Faculty Council shall be at the rate of one council member to each forty faculty members of the University Faculty.
 - l. A school, college, or division qualifies for its first or next representative on the Faculty Council when it has twenty-one of the initial or additional forty faculty members required.
 - m. Changes in the number of council members to be elected from a faculty unit shall be made only at the time of a regular election in that unit.
2. Ex-officio members
- a. Ex-officio members shall consist of the President, the Vice President for Academic Affairs, and the chief assistant to the Vice President for Academic Affairs on each major campus complex.
 - b. Ex-officio members shall have the privilege of full debate but shall not vote.

B. Officers of the Faculty Council

1. Officers
- a. The Faculty Council shall choose its own officers.
 - b. The officers of the Council shall consist of a chairman and a vice-chairman (to be chosen from its elected members) and a secretary. The chairman and vice-chairman shall be from different campuses.
 - c. Officers shall be elected for one-year terms beginning and ending with the opening of the summer term following spring elections.
 - d. Officers shall be elected by majority vote of the members present at a special meeting in May of those persons who will be members during the forthcoming year. This meeting shall be called by the outgoing chairman who shall conduct the election of officers.
 - e. A council chairman may serve not more than two consecutive terms. One year must elapse after his second consecutive term as chairman before he is again eligible for election as chairman.

2. Duties of officers

- a. The chairman shall serve as presiding officer of the council except that the President may act as chairman when present at a meeting. The chairman shall see to it that the council takes up its proper business, and shall conduct council meetings.
- b. The vice-chairman shall serve as chairman in the absence of or at the request of the chairman.

- c. The secretary shall keep and file the deliberations and official minutes of the meetings of the council and shall communicate as directed by the council.
- d. The elected chairman of the council shall be the fiscal officer of the council to administer a budget established to insure financial support for the work and necessary travel of council members.

C. Term of Office of Elected Faculty Council Members

- 1. After the first election, all regular elections to the council shall be for three-year terms.
- 2. An elected council member may not serve more than two consecutive terms, but is eligible for re-election after a lapse of one year.

ARTICLE II. PROCEDURES

A. Nomination and Election of Faculty Council Members

1. General regulations

- a. Only campuses where resident University-credit programs are conducted by full-time resident University Faculty members shall be involved in the nomination and election of Faculty Council members. There are two such campuses at present: Carbondale and Edwardsville (June, 1965).
- b. All balloting for the nomination and election of council members shall be by faculty units as described in I.A.1.b. through j.
- c. All balloting for the nomination and election of Faculty Council members shall be by secret ballot and shall be under the direction of the Office of the Vice President for Academic Affairs.
- d. The Office of the Vice President for Academic Affairs shall provide the count of eligible voting members and the number of council members to which a faculty unit is entitled.
- e. All professors, associate professors, assistant professors, and all instructors on continuing appointment are eligible to vote for the nomination and election of Faculty Council members.
- f. Any professor, associate professor, assistant professor, or any instructor on continuing appointment may be nominated for and elected to membership on the Faculty Council.
- g. Elections for the nomination and election of Faculty Council members shall be conducted annually in April.
- h. Membership on the existing provisional Faculty Council shall in no way affect a faculty member's eligibility for membership on the permanent council.

2. Nomination of council members to be elected

- a. Each voting faculty unit shall nominate in a regular election twice the number of council members it is to elect.
- b. When the election to nominate faculty members for council membership is conducted, the Office of the Vice President for Academic Affairs shall see to it that each faculty member in each voting faculty unit is supplied with a list of all faculty members in his unit who are eligible to vote in the election and also those who are eligible to be nominated and elected.

3. Election of council members

- a. Each eligible voter in each faculty unit shall vote for as many council members as are to be elected by his unit.
- b. The Office of Vice President for Academic Affairs shall keep on file a record of all election returns.

B. Filling of Vacancies on the Faculty Council

1. Vacancies

- a. The Faculty Council shall decide when a vacancy in its membership exists
- b. If a vacancy occurs among the elected members of the Faculty Council, the Vice President for Academic Affairs shall consult the election returns when the vacant office was last filled and the person standing next highest to the member who has withdrawn shall complete the unexpired term. In case the next highest person is tied with one or more persons on the list, the Vice President for Academic Affairs shall cause an election to be held among those tied and the person receiving the highest number of votes shall complete the unexpired term.

2. Absences

When a member of the Faculty Council or a member of its standing committees finds it necessary to be absent from a regular or special meeting, he shall be expected to designate a substitute from the University Faculty who shall have the same privileges in the meeting as the person for whom he substitutes, except that if the regular member wishes to vote by proxy on a previously-announced matter he shall indicate his vote in writing to his substitute and his substitute shall so vote, and his presence shall be counted in the obtaining of a quorum.

C. Review of Faculty Council Membership

The University Faculty shall review from time to time as needed the number and manner of election of Faculty Council members. Prior to such review by the University Faculty, the Faculty Council shall report on its experience in the interim under existing rules and shall make recommendations to the general faculty concerning the number and manner of election of its members.

D. Conduct of Faculty Council Meetings

The Faculty Council may establish its own order of business.

E. Reporting Faculty Council Actions

1. Actions taken in council meetings shall be transmitted by the secretary to members of the council, and to other individuals and groups as directed by the council.
2. Copies of the minutes of the meetings of the Faculty Council shall be sent through the Secretary of the University Faculty to all members of the University Faculty.

F. Communication

The secretary of the Faculty Council shall identify and remain in contact with the secretaries of faculty groups on the general campus to inform them of the council's functions and concerns as the agent of the general faculty, to encourage them to submit in writing the judgments and proposals of their faculties on general educational policy matters, and to receive, recognize, and transmit to the council all such written documents.

G. Implementation

1. The President shall determine the time of the first election.
2. The Faculty Council shall determine by lot by campus who among its initial members shall serve for one year, who for two years, and who for three years.

The Secretary of the University Faculty
Carbondale Campus

Please place check marks in the appropriate blanks:

I plan to attend the luncheon in the Arena on
June 5, 1965.

I shall attend the faculty meeting but do not
plan to be at the luncheon.

I do not plan to attend the meeting.

Signed _____

(Please return by May 29, 1965)

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SOUTHERN ILLINOIS UNIVERSITY

Office of the Secretary
of the University Faculty

May 28, 1965

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

FACULTY MEETING MATERIAL

1. Attached hereto is the "Provisional Statement of the Function of the Faculty Council."
2. While this document has not been proposed for final action this spring, as a part of the University Faculty's operational paper, it has been submitted for approval as the provisional basis for the operation of the new Faculty Council.
3. The University Council, as the procedures body of the University, recommends that the approved section of the "Operational Paper of the University Faculty," the "Provisional Statement of the Function of the Faculty Council," and other procedural matters be carefully reviewed with a view toward submitting recommendations through the University Council for the completion of the "Operational Paper of the University Faculty," such recommendations to be referred to the University Faculty for final action before adoption.

Roland Keene
Secretary of the
University Faculty

PROVISIONAL STATEMENT OF THE
FUNCTION OF THE FACULTY COUNCIL

A. Purpose of the Faculty Council

1. The Faculty Council is established to act as the agent of the total University Faculty in formulating broad educational policies that apply to the University as a whole, but not in conflict with the policies and regulations of the Board of Trustees or with the functions and responsibilities assigned to the Graduate Council and to the schools, colleges, and divisions.
2. The Faculty Council shall receive written proposals concerning broad educational policies that come from faculties at any level, or from any other group or person concerned with such policy, and shall record in its minutes its general analysis and disposition of each proposal.

B. Jurisdiction of the Faculty Council

The Faculty Council is the University's principal jurisdictional body with respect to University-wide undergraduate educational policy and with respect to any matter of general concern which affects the University academically, including matters of general faculty welfare. It shall report its actions and recommendations to the President and to the University Faculty.

C. Duties of the Faculty Council

It is the duty of the Faculty Council to deal with the following matters, and with such other matters as relate to University-wide educational policy:

1. To recommend minimum general education requirements for the University.
2. To recommend minimum undergraduate admission, retention, probation, and graduation requirements for the University.
3. To approve or disapprove the request of a school, college, or division that the minimum requirements be revised upwards in its case, or if already above the minimum in its case, revised downwards, but not below the minimum.

4. To formulate University-wide policies and regulations affecting the undergraduate curricula of the University, but not in conflict with the prerogatives of the academic units in the University.
5. To conduct studies of the effectiveness of the undergraduate educational programs of the University, to formulate policies and make recommendations intended to bring about improvements in these programs, and to consider long range educational policies in terms of the requirements of the changing times.
6. To conduct studies and make recommendations on matters pertaining to the general welfare of the faculty.
7. To examine and make recommendations concerning the educational consequences of student activities, to the end that these activities may promote and not impede the educational aims of the University.
8. To appoint two members of the University Faculty to serve as members of the University Council in line with the service pattern in the University Council. Not more than one such appointee shall be from any major campus complex.

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois
June 1, 1965

SPECIAL BULLETIN TO THE FACULTY

FROM: Convocations Committee

SUBJECT: Instructions for Commencement Exercises, Wednesday,
June 16, 1965, 7:30 p.m., D.S.T.

The Commencement Exercises make up one of the most important parts of the school year. It is a time that means much to the students, the parents, the faculty, and the administrative staff of the University. Every member of the faculty with the rank of instructor or above is expected to participate in the academic procession unless excused by the dean or director of his college, school, or institute. Lecturers are not required to attend but are invited to participate if they care to do so. It is only through the concerted cooperation of all participants that the Commencement Exercises can be a dignified and stately ceremony.

TIME: The Faculty should be present by 7:20 p.m., Wednesday evening, June 16. The orchestra concert will begin promptly at 7:15. The procession will be in four lines arranged according to departments. Departmental Chairmen will be responsible for the lining up of the members of their respective departments. Please follow the signs which will be placed for your convenience.
(Note attached diagram.)

THE PROCESSIONAL: The Faculty will assemble south of the Gymnasium and will follow the Platform Party under the direction of designated faculty marshals into McAndrew Stadium. The Faculty will proceed across Harwood Avenue and to the Stadium as directed by Faculty Marshals. Upon entering the Stadium, two lines will proceed down the east track and two lines down the west track. The four lines will proceed to the area assigned. The Platform will be placed at the far south end of the field.

PROCEDURES DURING THE CEREMONIES: At the end of the Processional everyone should remain standing until after the Invocation. When all are in place, the President will remove his cap at which time all men should do the same. After the Invocation, all should be seated, the men replacing their caps.

The ceremonies will be televised and broadcast by WSIU-TV (Channel 8) and WSIU-FM (91.9).

THE RECESSIONAL: There will be a recessional. The marshals will indicate the procedures to be followed.

ACADEMIC REGALIA: The cap is an essential part of the academic dress and is to be retained on the head throughout all academic exercises except by men during prayer. The position of the tassel should be placed so as to hang over the left front of the cap. The top of the cap should be parallel with the floor.

Tradition indicates that it is best for the men to wear a white shirt, tie, and dark trousers or suit under the gown. Both men and women should wear dark shoes.

Faculty members wishing to rent academic regalia from the University Book Store should place their orders immediately. Caps, gowns, and hoods may be picked up at the University Book Store at the University Center on Tuesday or Wednesday, June 15 or 16. The University Book Store will be open Commencement evening from 5:30 p.m. to 11:00 p.m. CAPS AND GOWNS MUST BE RETURNED TO THE UNIVERSITY BOOK STORE IMMEDIATELY AFTER THE COMMENCEMENT EXERCISES.

PROCEDURES IN CASE OF RAIN: In case of rain, the Commencement Exercises will be held in the University Arena. One-half of the faculty, as designated by the dean or director of the various units, are required to attend the Commencement Exercises. Those designated will assemble in the north lobby of the Arena floor at the northeast entrance. Cars may be parked in the black-top play area. (Entrance to the lot is off the campus drive south of the University Center.)

The academic procession, in no special order, will process in two lines. One line, under the direction of a Faculty Marshal, will proceed through the northwest door. The second line, also under the direction of a Faculty Marshal, will proceed through the northeast door. Faculty will be seated as directed by your marshal. Faculty receiving Faculty Service Awards will be seated nearest the Platform as directed by the marshal.

Graduating seniors will have degrees conferred en masse. Only Graduate students will receive diplomas on stage.

The faculty will follow the marshals in the recessional through the northeast and northwest entrances.

George Bracewell, Chairman
Convocations Committee

SOUTH

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

SOUTH

Arrangement of Faculty Procession for McAndrew Stadium*
Commencement, June 16, 1955

Dean Raymond H. Dey, Field Marshal for Faculty

LINE 1 -- Poirier
Division of University Education

Extension
Division of Technical and Adult Education
Vocational-Technical Institute

Communications
Journalism
Printing and
Photography
Radio-Television
Speech

Speech Correction
Theatre
Fine Arts
Art
Design
Music

Home Economics
Clothing and Textiles
Food and Nutrition
Home and Family

Home Economics Education
Technology
Applied Science
Industrial Education

*For persons with rank of Instructor or above. Lecturers are invited to participate, but attendance is not required.

Route 51

LINE 2 -- McClure
LINE 3 -- Dey
Faculty Service Awards

Educational Administration and Supervision
Elementary Education

Guidance
Health Education
Higher Education
Instructional Lat.
Physical Educ. - Men
Physical Educ. - Women
Recreation and Outdoor

Education
Secondary Education
Special Education
Student Teaching
University School

Agriculture
Agriculture Industries
Animal Industries
Forestry
Plant Industries

LINE 4 (cont.)

Nursing
Community Dev. Inst.
Labor Inst.
Latin Amer. Inst.
Small Business Inst.
Transportation Inst.
Special Centers and
Research Units

LINE 11 -- Adams
President's Office
Area & Student Services
Alumni Office
Community Serv.
Information Serv.

Broadcasting
Placement Serv.
Financial Asst.
Housing Center
Student Activities
Student Affairs
Student Work Pro.
Health Service

Academic Affairs
Academic Advisement
& Sectioning
Coop. Clinical Serv.
General Studies

Museum
Registrar
Univ. Libraries
Univ. Press
Business Affairs
Aux. & Serv. Ent.
Bus. Manager
Personnel Office
Physical Plant
Univ. Architect
Air Science

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SOUTHERN ILLINOIS UNIVERSITY

Office of the Secretary
of the University Faculty

June 2, 1965

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

FACULTY COUNCIL REPORT TO THE FACULTY

Attached hereto is the Report of the Faculty Council to the University Faculty. The Chairman of the Faculty Council, Mr. Robert Layer, will present the report at the June 5 meeting of the University Faculty.

The agenda of the June 5 meeting is as follows:

1. Report of the Provisional Faculty Council to the University Faculty.
2. Consideration of the operating papers of the University Faculty. (Amendments may be submitted from the floor but should be presented to the Chair in typewritten form.)
 - a. Consideration of the document, "Operational Paper of the University Faculty."

Contingent upon approval of this document will be consideration of elections to implement the new Faculty Council. The University Faculty may decide to implement the new Faculty Council immediately, in which case it will be necessary for the faculty to make nominations for the new Council at the faculty meeting on June 5 in order that final election ballots can be prepared in time to complete the election this quarter. If it so desires, the University Faculty may decide to continue the present provisional Council until the new Council can be implemented next fall.

- b. Consideration of the document, "Provisional Statement of the Function of the Faculty Council."

Roland Keene
Secretary of the
University Faculty

REPORT
TO THE
UNIVERSITY FACULTY
OF THE
PROCEEDINGS OF THE
FACULTY COUNCIL

COVERING
THE PERIOD
NOVEMBER 8, 1964 - JUNE 5, 1965

SOUTHERN ILLINOIS
UNIVERSITY

Carbondale, Illinois 62903

June 5, 1965

To: The University Faculty

This report is a digest of the minutes of the meetings of the Faculty Council held during the period since the previous meeting of the University Faculty, November 7, 1964. As such, it is a record of all: (1) final actions taken by the Council; (2) matters recommended to the President of the University; (3) matters referred to other units of the University; (4) matters pending before the Council or presently being considered by its own committees.

Meetings were held on the following dates: January 12 and 26, February 16, March 9, April 6, May 10, 18, and 25, 1965.

Respectfully submitted,

Robert G. Layer
Chairman
Faculty Council

ACTIONS OF THE FACULTY COUNCIL

1. Election of Officers

At its meeting on January 12, 1965, the reconstituted Provisional Faculty Council elected Robert Layer to serve as chairman upon the delegation of the President. It was also agreed that the Secretary of the University Faculty would serve as Secretary of the Faculty Council as in the past.

2. Appointment of the Secretary of the University Faculty

The minutes of the Faculty Council of January 12, 1965, indicate that the President, "in accordance with the Statutes of the Board of Trustees, entered into consultation with the Faculty Council regarding the appointment of a Secretary of the University Faculty to serve during the interim period prior to the implementation of the permanent Faculty Council under the Statutes." Resulting from the consultation and upon a motion duly made, seconded, and carried, the President appointed Roland Keene as the Secretary of the University Faculty. He will, of course, serve also as Secretary of the Faculty Council.

3. Committee Appointments

At the January 12, 1965, meeting of the Faculty Council, vacancies on the Council's standing committees were filled. Frank Konishi was elected to the Planning and Agenda Committee; Herbert Fink was elected to the Committee on Committees; and Robert Harper was elected to the Faculty Welfare Committee. The complete membership of the standing committees of the Faculty Council is listed below for the convenience of the faculty and staff.

Planning and Agenda Committee

Paul J. Lourey, Chairman
Gordon Bliss
Frank Konishi

Committee on Committees

John C. Abbott, Chairman
I. P. Brackett
Herbert Fink

Faculty Welfare Committee

Robert N. Pendergrass, Chairman
Robert Harper
Arthur E. Lean

(In accordance with a request of the Faculty Council, the Vice President for Business Affairs and the Vice President for Student and Area Services have appointed Robert L. Gallely and Norman C. Johnsen, respectively, to join with the Faculty Welfare Committee, at the request of the Committee, to consider matters that affect both the nonacademic staff and the faculty.)

Educational Policies Committee

Gordon C. Bliss, Chairman
I. P. Brackett
Arthur E. Lean
George Counts
John F. McDermott

4. Faculty Council Representatives on the University Council

On January 26, 1965, the subcouncils of the Faculty Council reported that Gordon C. Bliss (Edwardsville Campus) and Robert Layer (Carbondale Campus) had been elected to serve as the Faculty Council representatives on the University Council.

5. Salary Recommendations of the Faculty Welfare Committee

At its meeting on January 26, 1965, the Faculty Council heard a report from the Faculty Welfare Committee on salaries. The Committee presented its recommendations and comments on the 1964-65 salary study. The Council passed a motion directing that these recommendations and comments be forwarded to the President for his consideration and to the University Council for information.

Items No. 6 and No. 7 of the Committee's recommendations, as appended to the Faculty Council minutes of January 26, 1965, are quoted in full below:

6. Recommendations on Salaries

It is obvious from the figures presented that S.I.U. is not now competitive in salaries at any rank. If we are to hold our present staff members of quality and attract top-quality persons in today's short academic marketplace we must make sharp adjustment upward. Thus the question of salary increases is not a theoretical matter, it is now a vital factor in not only the growth, but even the survival of the University.

- a) As Item #3 above indicated the following percentage increases are necessary to reach the level of universities of comparable stature to our own.

Professors	14%
Associate Professors	12%
Assistant Professors	11%
Instructors	9%

- b) As the figures above show our position is weakest in the high ranks--Professor and Associate Professor. Thus, as last year, it is critical to provide merit increases to strengthen these levels if we are to hold the present staff members and attract others who are in the ranks that currently provide the foundation of the University's program.

c) Although the gap at the Assistant Professor level appears less, it is apparent that this is a reflection of the competitive market in attracting new junior staff members. It seems clear that this condition masks the gap between Assistant Professors here who have been in grade several years and the salaries for their counterparts elsewhere. If we are to hold these people upon whom the future of the University will be built there must be significant upward merit adjustment.

d) For all salary levels the increase in cost of living needs to be at least matched by increases in salary. Over the last twelve years the cost of living increases have been averaging approximately 2% per year.

7. Announcement of Salary Adjustments and Promotions

The Welfare Committee recommends that each faculty member be notified of his proposed salary, and rank if a promotion is expected, for the following year as early as possible, preferably by April 15. Even in odd-numbered years when the Legislature is in session, there appears to be some advantage to giving notification of a proposed salary that would be contingent upon appropriation of the budget.

6. Consideration of a Group Life Insurance Plan

The Vice President for Business Affairs had submitted a proposal for a group life insurance plan to the University Council which had referred it to the Faculty Council for study and recommendations.

At its meeting on February 16, 1965, the Faculty Council referred this proposal to the Faculty Welfare Committee. The Committee now has the matter under study and will submit its recommendations to the Faculty Council at an early date.

On April 6, 1965, the Faculty Welfare Committee recommended an increase in the room allowance from \$17 to \$20 per day and to revise the health insurance contract every three years, instead of every six years as is presently done. A motion was passed to accept the report and that the Golden Rule Plan premiums be increased by the amounts proposed to pay for the increase in the allowance for a room from \$17 to \$20 per day and that a new set of specifications be drawn up for the health coverage with new bids to be called for in time for the new policy to become effective November 15, 1965.

7. Consideration of the replenishment of the Flower Fund

On April 6, 1965, the Council passed a motion that the fiscal officer of the Flower Fund be ordered to circulate a letter regarding the depletion of the Flower Fund to all members of the Faculty and that the matter of future replenishment of this fund on the Carbondale Campus be referred to the Faculty Welfare Committee.

8. Consideration of the problem of student unrest

At its meeting of May 18, 1965, in accordance with a request from President Morris that the Faculty Council participate in the establishment of machinery to

study the problems that are related to the current local student movement as well as the problem of student unrest in the perspective of its broadest terms, the Faculty Council devoted the whole of its meeting of May 18, 1965, to hearing observations, comments, and statements pertaining to the local student movement from faculty and students who had firsthand knowledge of the movement. Final action taken by the Faculty Council at the May 25, 1965, meeting.

9. Consideration of a long-range study of the "Rational Action Movement"

Upon the request by President Morris, the Faculty Council passed a motion at its meeting of May 25, 1965, to participate in the formulation of a panel to serve on a commission to study the problems of the Rational Action Movement with a long-range perspective. It was also moved that the Faculty Council submit the names of the six highest nominees obtained by ballot to the University Faculty (two nominees from Edwardsville and four from Carbondale).

RECOMMENDATIONS OF THE FACULTY COUNCIL TO
THE PRESIDENT OF THE UNIVERSITY

1. Compensation of faculty when taking courses

At its meeting of March 9, 1965, the Faculty Council passed a motion to recommend to the President that the University waive all tuition and fee charges for continuing faculty members who wish to take courses.

2. Reimbursement for attendance at professional meetings

At its March 9, 1965, meeting, the Council passed a motion to recommend to the Vice President for Academic Affairs that the administration consider reimbursement for each continuing faculty member on a minimum basis the cost of first class rail transportation to and from one professional meeting per year.

3. Sabbatical leave

At its May 25, 1965, meeting, the Faculty Council passed a motion to submit a proposal for a one-year obligation after sabbatical leave to the President. The present obligation is two years.

MATTERS REFERRED TO OTHER UNITS OF THE UNIVERSITY

1. Consideration of a proposal to simplify baccalaureate degree titles

At its meeting on February 16, 1965, the Faculty Council at the request of the University Council unanimously endorsed the following simplification of baccalaureate degree titles:

Continued requests are being made with apparently adequate justification to the requesting party, to increase the number of separately designated baccalaureate degrees conferred by the University. If these individual requests are favorably considered, the total number of separately-designated degrees may well proliferate excessively since it is difficult to justify refusal for one unit and to grant it for another when the reasons for such designations usually lie outside the University.

It is recommended, therefore, that the trend be reversed and that the separate designations "in _____" be dropped where they now appear.

2. Operating papers of the new Faculty Council

At its meeting of May 10, 1965, the Faculty Council passed a motion to recommend strongly to the University Council that the final document comprising the operating papers of the new Faculty Council not be submitted for a vote to the University Faculty during the summer months.

At the same meeting, the Council passed a motion that the Faculty Council recommend to the University Council that the final document comprising the operating papers of the new Faculty Council, when it is submitted to the University Faculty for a vote, be submitted in its entirety at one time and not submitted in sections for separate voting.

3. Modification of final examination procedures

At its meeting of May 25, 1965, the Faculty Council moved to extend the time for the report of the chief academic officers on each campus on the modification of final examination procedures (referred to on pages 60 and 61 of the Faculty Council minutes) from June, 1965, to August, 1965. The Council also passed a motion that this report be made to the Faculty Council rather than the University Council as stated in the minutes of the Faculty Council on page 60.

MATTERS PENDING BEFORE THE FACULTY COUNCIL
OR PRESENTLY BEING CONSIDERED BY ITS OWN COMMITTEES

1. Interpretation of tenure positions

At its meeting of March 9, 1965, the Faculty Council passed a motion that the tenure statement in the Statutes and its interpretation by the administration be reviewed by the Educational Policies Committee and recommendation be made by that Committee to the Faculty Council.

2. Consideration of revision of the academic retention standards

Pending on the agenda of the Faculty Council is the consideration of revision of the academic retention standards.

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Office of the Secretary
of the University Faculty

June 8, 1965

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

Nomination of Faculty Members for
a Commission to Study the
Problem of Student Unrest

The Faculty Council devoted the whole of its meeting of May 18, 1965, to hearing observations, comments, and statements pertaining to the recent local "student movement."

Following the student demonstrations, a member of the Faculty had acted as a participant-observer during meetings between the students and the administration. In summarizing these experiences for the Faculty Council, he expressed the following hopes which are quoted from the minutes of the May 18 meeting: "(1) that the councils of the University will take these matters seriously; (2) that some overt action may take place this quarter; (3) that some kind of machinery will be formed for continuing study that will involve students, and that it would have as its starting point a serious self-study of the University; and (4) that, quite apart from the . . . RAM movement as such, there is now an opportunity for the Faculty and the councils of the University to reaffirm their concern for students, for appropriate student involvement in University affairs, and for good human relations within the University."

Entering the meeting of the Faculty Council at a later point, President Morris also expressed a desire to establish appropriate machinery to study these problems. Again quoting from the Faculty Council minutes of May 18, 1965: "He [President Morris] discussed the matter of concern for student unrest and demonstrations in colleges and universities of all sizes and kinds throughout the nation as well as the particular problems that have been raised locally. He felt that it is time for these matters to receive serious and concentrated study on the part of the University itself, pointing out that no real effort had been directed by any institution thus far toward bringing the interests and competencies of an academic community to bear upon these concerns and phenomena. He expressed his desire to facilitate a sustained effort along these lines at Southern Illinois University."

The President then requested the Faculty Council to provide a panel of nominees from which he could appoint the University Faculty members of a special University commission to consist of members representing the University Faculty,

the Student Body, the Graduate Faculty, and the administration. This commission would be sustained by the University in a prolonged study in depth of the problem.

At its meeting of May 25, 1965, the Faculty Council decided to provide these panel members by submitting a ballot (by campus) to the University Faculty. A panel consisting of two members from Edwardsville and four from Carbondale will be submitted to the President.

Will you, therefore, please complete the attached ballot and return it sealed in the enclosed envelope by June 15, 1965.

Respectfully submitted,

Roland Keene
Secretary of the
University Faculty

BALLOT

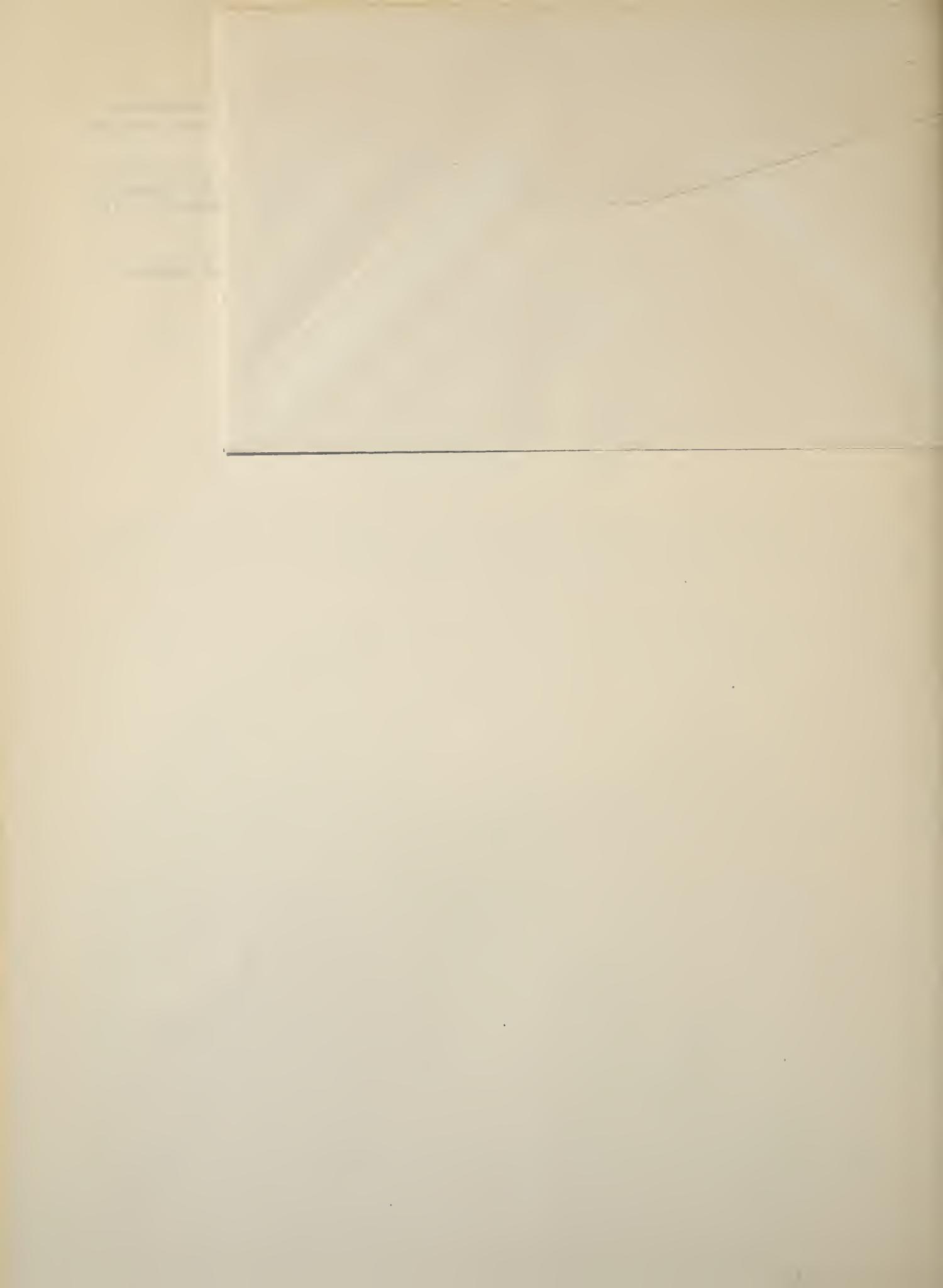
Roland Keene

Office of the Secretary

of the University Faculty

Faculty
Student
Faculty, the
().

(Vote for 1, 2, 3, or 4 persons whom you wish
to nominate from the University Faculty for the
above Commission)



B A L L O T

For a panel from which members of the University Faculty will be selected to serve on a University Commission to Study Student Unrest (composed of representatives from the University Faculty, the Student Body, the Graduate Faculty, and the administration).

CARBONDALE CAMPUS

(Vote for 1, 2, 3, or 4 persons whom you wish to nominate from the University Faculty for the above Commission)

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Vice President
for Business Affairs

July 1, 1965

SPECIAL BULLETIN TO FACULTY AND STAFF

Legislation was enacted by the 73rd General Assembly to enable the Illinois Civil Defense Agency to test Public Warning Systems for Civil Defense at a common time. The common time provided by this legislation was the first Tuesday of each month. The testing time is 10:30 a.m.

Since we are in the midst of the severe weather season, we urge each faculty member to take a few minutes at this time on Tuesday, July 6, to explain the warning signal to his students.

The test each first Tuesday of the month will include:

1. A one-minute steady blast for the Civil Defense Alert Signal.
2. A one-minute period of silence.
3. A two or three-minute series of short or intermittent blasts for the TAKE COVER signal.

The purpose of the state-wide uniform sounding of warning devices is to familiarize the general public with the different signals.

In the event of severe weather or a possible tornado, we are permitted only to use the TAKE COVER signal.

John S. Rendleman

SOUTHERN ILLINOIS UNIVERSITY

Office of the Secretary
of the University Faculty

July 7, 1965

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

Minutes of Faculty Council and of the
University Faculty Meeting

1. Minutes of Faculty Council Meeting. Since the new Faculty Council, when it is activated next fall, will send copies of the minutes of its meetings to all faculty members as provided in Article II of the Operational Paper of the University Faculty, the provisional Faculty Council, at its meeting on June 22, 1965, decided to begin the practice now. Accordingly, a copy of the minutes of the meeting of the Faculty Council, held on the Edwardsville campus on June 22, 1965, is attached hereto.
2. Addendum to the Minutes of the University Faculty Meeting of June 5, 1965.

Dr. Marian E. Ridgeway has pointed out in a letter to the Secretary of the University Faculty that the Minutes of the University Faculty Meeting of June 5, 1965, omitted Professor Edelman's observations that the Operational Paper of the University Faculty does not contain an Amending Article but that this Article, which is now under consideration but not ready for submission, would be submitted for approval upon completion.

This is an important matter and the present method is being used to make it a matter of record. Those in attendance at the Faculty meeting will recall, also, that the Chairman pointed out that the statutory provisions for amendment would prevail until an Amending Article has been approved. The Statutes provide that operational papers may be changed or amended "in the same way as the initial papers were developed," that is, by majority vote of the University Faculty in session.

It is important to note that the Operational Paper of the University Faculty is incomplete in several respects as indicated on page 3 of the above-mentioned minutes. In addition to the Amending Article, it will be necessary to adopt an article covering matters contained in the "Provisional Statement of Function of the Faculty Council" as well as additional articles or sections that meet other needs such as the formation and function of Faculty committees.

Roland Keene
Secretary of the
University Faculty

SOUTHERN ILLINOIS UNIVERSITY

MINUTES OF FACULTY COUNCIL MEETING
Edwardsville Campus
June 22, 1965

The Faculty Council met in the President's Office on the Edwardsville Campus at 2:00 p.m. on June 22, 1965, with Mr. Robert Layer presiding.

The members present were: Robert Layer, Chairman, John C. Abbott, Gordon C. Bliss, William T. Going, Paul Guenther, Arthur E. Lean, Paul J. Lougeay, Robert W. MacVicar, Robert Pendergrass, and Roland Keene, Secretary. Absent were: I. P. Brackett, Herbert L. Fink, Robert A. Harper, Frank Konishi, William J. McKeefery, President Morris, J. W. Neckers, Herbert L. Portz, and Ernest Schusky.

Consideration of the Minutes of June 5, 1965 (1)

It was moved by Mr. Guenther, seconded by Mr. Pendergrass, and carried unanimously that the minutes of the meeting of June 5, 1965, be approved.

Committee Reports (2)

There were no committee reports.

Reports of the Campus Subcouncils (3)

There were no reports from the Subcouncils.

Selection of the Nominees for the President's Commission
to Study the Role and Participation
of Students in University Affairs (4)

The Secretary presented the results of the ballot sent to the University Faculty members on the Carbondale campus and the Edwardsville campus to secure nominees for the President's Commission to Study the Role and Participation of Students in University Affairs.

It was moved by Mr. Abbott, seconded by Mr. Guenther, and unanimously carried that the Secretary be directed to submit four names from each campus to the President for the above-named panel, the four names to be the top four on the ballot from each campus who agree to serve if chosen, except that more than four names shall be submitted if necessary in case of tie votes.

A copy of the memo containing the names subsequently submitted is appended to these minutes.

Consideration of Changes in the Academic Regulations (5)

The Secretary called attention to the following communication which had been sent to the Chairman and forwarded to the members of the Faculty Council.

"MEMO TO: Dr. Robert Layer
Faculty Council

FROM: Robert MacVicar

SUBJECT: Change in Academic Regulations

"At the suggestion of the registrars of the University, it is recommended that the following change be made in the graduation requirements currently in effect:

To receive a bachelor's degree from the University, a student must present either a total of three years work (144 hours) or 48 senior college hours, 16 of which may be earned in extension, from the Southern Illinois University. A transfer student who presents 128 hours or more of acceptable credit and who is unable to comply with the 48 senior college hour requirement without unduly lengthening his period of residency may follow an alternative plan of earning a total of 64 hours at the Southern Illinois University, 32 of which are senior college hours, provided all other graduation requirements are met.

"The justification for Mr. McGrath's and Mr. Schnabel's recommendations follow:

Present University regulations state that a student seeking a bachelor's degree from Southern must present "either a total of three years work (144 hours) earned at Southern or 48 senior college hours earned at Southern, 16 of which may be earned in extension." The latter requirement affects the transfer student who has taken his preliminary work at some other institution and then transfers to Southern with the intention of graduating from here.

It is not uncommon for institutions to require a year of residency in order to be graduated but the University's present requirement is a more restrictive one in that it specifies a year's work in senior college work. The typical transfer student finds that he has lower level requirements to meet in addition to the 48 senior college hour requirement. In an increasing number of transfer student cases appeals are being made to the Graduation Appeals Committee to permit graduation with all requirements having been met except that of the 48 senior college hour one. Invariably these appeal cases show that the students have taken more hours than the 48 minimal."

It was moved by Mr. MacVicar, seconded by Mr. Pendergrass, and unanimously carried that the above statement embodying changes in the academic regulations be approved and recommended for implementation.

Consideration of Procedures for Action
in Cases of Academic Dishonesty (6)

The lack of procedures for action in cases of academic dishonesty had been noted by the University Council which had requested a recommendation on this matter from the Faculty Council.

It was moved by Mr. MacVicar, seconded by Mr. Bliss, and unanimously carried that the Faculty Council establish an ad hoc committee composed of University administrators from Academic Affairs and Student Affairs, students, and faculty members to study the matter and make a report to the Faculty Council which will then make its recommendation to the University Council.

It was then moved by Mr. MacVicar, seconded by Mr. Guenther, and carried unanimously that this committee should be composed of one academic administrator, one student affairs administrator, two faculty members (one from each campus) and two students (one from each campus) to be appointed by the Committee on Committees.

Consideration of Partial Payment by the University
of Faculty Members' Offprints (7)

Mr. Going raised the question concerning the consideration of this matter by the University Council. The Secretary reported that the University Council had dropped the item from its agenda after deciding to take no action on it.

After some discussion, it was moved by Mr. Going, seconded by Mr. Pendergrass, and unanimously carried that the Faculty Council recommend that the University pay one-half the cost of faculty members' offprints.

Publication of Agenda and Minutes (7)

In discussion, it was pointed out that the next Faculty Council will publish its agenda and minutes to the members of the faculty after it begins operation next fall. It was moved by Mr. Pendergrass, seconded by Mr. Abbott, and carried unanimously that the present Faculty Council publish its agenda and minutes to all faculty members (all persons holding academic rank).

The meeting adjourned at 3:25 p.m.

Respectfully submitted,

Roland Keene
Secretary of the
Faculty Council

June 29, 1965

Memo to: President Morris

From: Roland Keene

Subject: Names from the Faculty Council for a Panel for the Commission to Study the Role and Participation of Students in University Affairs.

The Faculty Council utilized a ballot by campus to determine four names which it would submit from the Edwardsville campus and four from the Carbondale campus for the above named Commission. The names from the Carbon-dale faculty are:

George T. McClure, Associate Professor, Philosophy Department

Thomas E. Cassidy, Assistant Professor, English Department

Claude E. Coleman, Professor, English Department and Plan A Curriculum

William H. Harris, Professor, Philosophy Department

(Note: Willis Moore, Professor and Chairman of the Philosophy Department, was also nominated but his name has already been submitted by the Graduate Council.)

The names submitted from the Edwardsville campus are:

George R. Mace, Assistant Professor, Social Sciences Division

Robert O. Engbretson, Assistant Professor, Education Division

Kurt Glaser, Professor, Social Sciences Division

Howard D. Southwood, Professor and Acting Head, Education Division

(Note: George W. Linden, Associate Professor of Humanities Division, was also nominated but his name has already been submitted by the Graduate Council.)

SCUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Vice President
for Business Affairs

July 21, 1965

BULLETIN TO ALL FISCAL OFFICERS

NEW CASH TRAVEL ADVANCE PRCCEDURES

Effective July 1, 1965, it will not be necessary to have an approved Travel Requisition for the purpose of obtaining travel advances nor to authorize payment on Travel Expense Vouchers, except as procedures are established within the various administrative units. Although this simplifies the obtaining of travel advances, it places the burden on the Fiscal Officer to be certain that funds are available in the appropriate account to cover the cost of the travel.

A new form, Travel Advance Request, has been prepared which, when executed by the Fiscal Officer, will be taken by the traveler, or his agent, directly to the Bursar to obtain travel advances. A second new form, Delegation of Agents, has also been prepared which may be used by departments for the establishment of agents for the purpose of authorizing certain staff employees to pick up advances for travelers. Both forms may be obtained at the Bursar's Office.

This procedure is hoped to be a simplification and an additional service to faculty and staff. It is anticipated that new University Travel Regulations may soon be available with further improvements in existing procedures.

JOHN S. RENDLEMAN

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

July 22, 1965

S P E C I A L B U L L E T I N T O T H E F A C U L T Y A N D S T A F F

Mr. Kenneth W. Duckett has recently been appointed University Archivist, replacing Professor Max Turner. At the request of this office, Professor Turner undertook during the past year and one-half to organize an archival program for the University. He has done an outstanding job in formulating such a program as a unit of the University Library. He has now returned to the Department of Government and the work that he began is being continued by Mr. Duckett.

Mr. Duckett comes to southern Illinois from the Ohio State Historical Society and has had many years' experience with archives and manuscripts. He will be visiting various agencies on both campuses during the coming months to offer assistance in records management. He is particularly concerned with the non-current records of all units of the University, records that have legal or historic significance and that should ultimately be consigned to a permanent records depository.

If you have a records problem prior to Mr. Duckett's visit, please feel free to call upon him. His office is on the sixth floor of Morris Library and his telephone is 3-2543.

As the commemoration of the University's centennial draws near there is special concern with the institution's historic records. Your cooperation with Mr. Duckett in developing a long-range archival program for the University will be greatly appreciated.

Delyte W. Morris
President

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SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President
for Business Affairs

August 13, 1965

SPECIAL BULLETIN TO FACULTY AND STAFF

INTERRUPTION OF SERVICE

In order to make necessary repairs to the valves, expansion joints, etc., in our main steam distribution system for the campus, steam will be shut off in certain areas during August and September in accordance with the following schedule:

AREA I - August 30 to September 14, inclusive

Parkinson Laboratory	Browne Auditorium
Allyn Building	Shryock Auditorium
Old Main	Gymnasium
Wheeler Hall	Altgeld Hall
University School	Woody Hall
Industrial Education Wing	Baptist Foundation
Physical Education Wing	Home Economics Building
Anthony Hall	University Park Project

AREA II - September 6 to September 10, inclusive

Morris Library	Life Science Building
Physical Plant	Animal House
Botany Greenhouses	Agriculture Building
Agriculture Greenhouse	Communications Building
General Classroom Building	Wham Education Building

Your cooperation in arranging your programs to comply with this schedule will be appreciated.

All other facilities presently utilizing steam that have not been listed will continue to have steam during this repair period.

John S. Rendleman

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

August 16, 1965

SPECIAL BULLETIN TO THE FACULTY

FROM: Convocations Committee

SUBJECT: Instructions for Commencement Exercises, Friday,
August 27, 1965, 7:30 p.m., D.S.T.

The Commencement Exercises make up one of the most important parts of the school year. It is a time that means much to the students, the parents, the faculty, and the administrative staff of the University. Every member of the faculty on a continuing appointment is expected to participate in the academic procession unless excused by the dean or director of his college, school, or institute. Faculty on term appointments are not required to attend but are invited to participate if they care to do so. It is only through the concerted cooperation of all participants that the Commencement Exercises can be a dignified and stately ceremony.

TIME: The Faculty should be present at 7:20 p.m., Friday evening, August 27. The Summer Band concert will begin promptly at 7:20. The procession will be in four lines arranged according to departments. Departmental Chairmen will be responsible for the lining up of the members of their respective departments. Please follow the signs which will be placed for your convenience. (Note attached diagram.)

PROCESSIONAL: The Faculty will assemble south of the University Gymnasium and will follow the platform party under the direction of designated faculty marshals into McAndrew Stadium. The Faculty will proceed across Harwood Avenue. All will enter through the North Center Gate of McAndrew Stadium and proceed down the center of field to the area assigned as directed by the marshals. The platform will be placed at the fifty-yard line, facing the West stands.

PROCEDURES DURING THE CEREMONIES: At the end of the Processional everyone should remain standing until after the Invocation. When all are in place, the President will remove his cap at which time all men should do the same. After the Invocation, all should be seated, the men replacing their caps.

The ceremonies will be televised and broadcast by WSIU-TV (Channel 8) and WSIU-FM (91.9).

RECESSIONAL: There will be a recessional. The marshals will indicate the procedures to be followed.

ACADEMIC REGALIA: The cap is an essential part of the academic dress and is to be retained on the head throughout all academic exercises except by men during prayer. The position of the tassel should be placed so as to hang over the left front of the cap. The top of the cap should be parallel with the floor.

Tradition indicates that it is best for the men to wear a white shirt, tie, and dark trousers or suit under the gown. Both men and women should wear dark shoes.

Faculty members wishing to rent academic regalia from the University Book Store should place their orders immediately. Caps, gowns, and hoods may be picked up at the University Book Store at the University Center on Thursday or Friday, August 26 or 27. The University Book Store will be open Commencement evening from 5:30 p.m. to 11:00 p.m. CAPS AND GOWNS MUST BE RETURNED TO THE UNIVERSITY BOOK STORE IMMEDIATELY AFTER THE COMMENCEMENT EXERCISES.

PROCEDURES IN CASE OF RAIN: In case of rain, the Commencement Exercises will be held in the University Arena. One-half of the faculty as designated by the dean or director of the various units are required to attend the Commencement Exercises. Those designated will assemble in the north lobby of the Arena floor at the northeast entrance. Cars may be parked in the blacktop play area. (Entrance to the lot is off the campus drive south of the University Center.)

The academic procession, in no special order, will process in double lines through the northeast door of the lobby and be seated as directed by the marshal.

Graduating seniors will have degrees conferred en masse. Only Graduate students will receive diplomas on stage.

The faculty will follow the marshals in the recessional.

George Bracewell, Chairman
Convocations Committee

SOUTHERN ILLINOIS UNIVERSITY
Arrangement of Faculty Procession*
Commencement, August 27, 1965

SOUTH

SOUTH

Alice P. Rector, Field Marshal for Faculty

Line 1

Mr. Keene, Marshal

Line 2

Mrs. Rector, Marshal

Line 3

Mr. Poirier, Marshal

Line 4

Mr. Ramp, Marshal

Liberal Arts and Sciences	President's Office	Division of Univ. Extension	Education
Anthropology	General Instruction	Division of Tech. & Adult Ed.	Admin. & Super. Elementary Ed.
Botany	Academic Advisement and Sectioning	Agriculture	Guidance
Chemistry	Museum	Ag. Industries	Health Education
English	Registrar	Animal Industries	Higher Education
Foreign Languages	University Libraries	Forestry	Instructional Mat. Physical Ed. - Men
Geography	University Press	Plant Industries	Physical Ed. - Women
Government	Business Affairs	Business	Recreation & Outdoor
History	Aux. & Serv. Ent.	Accounting	Education
Mathematics	Business Manager	Economics	Secondary Education
Microbiology	Personnel Office	Management	Special Education
Physics	Physical Plant	Marketing	Teacher Training
Physiology	Student Work Program	Sec. & Bus. Ed.	University School
Psychology	University Architect	Communications	International Services
Sociology	Student Affairs	Journalism	Division
Zoology	Counseling & Testing	Printing &	
ROUTE 51	Financial Assistance	Photography	
Home Economics	Housing Center	Radio-Television	
Clothing and Textiles	Student Activities	Speech	
Food and Nutrition	Health Service	Speech Correction	
Home and Family	Air Science	Theatre	
Home Economics Ed.	Nursing	Fine Arts	
Technology	Ctr., Crime, Delinq., & Cor.	Art	
Applied Science	Community Development	Design	
Industrial Education	Communications Media	Music	
	Ed. Research Bureau		
	Labor Institute		
	Latin-American Institute		
	Small Business Institute		
	Transportation Institute		
	Div., Vocational Rehab.		
GYMNASIUM			

*LINES SHOULD BECOME EVEN
AS PROCESSIONAL BEGINS

OLD MAIN

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Vice President
for Business Affairs

August 19, 1965

SPECIAL BULLETIN TO FACULTY AND STAFF

Interruption of Electrical Service

There will be interruptions of electrical power affecting the following buildings at the times designated:

Tuesday, September 7, 6:30 a. m. to 6:30 p. m. (12 hours)

Brown Auditorium
Parkinson Laboratory .

Allyn Building
Shryock Auditorium

Wednesday, Sept. 8, 12:00 midnight to Thursday, Sept. 9, 2:00 a. m. (2 hours)

Power Plant
Service Building No. 1
Service Building No. 2
University Center

Egyptian Barracks
Communications Building
Classroom Building

Wednesday, Sept. 8, 12:00 midnight to Friday, Sept. 10, 10:00 p. m. (46 hours)

Arena

Technology Building

Friday, Sept. 10, 5:00 p. m. to Saturday, Sept. 11, 11:00 p. m. (30 hours)

Applied Science Laboratory &
Laundry
Home Economics Building
President's Office

McAndrew Stadium
Woody Hall
Vice Presidents' Office

Friday, Sept. 10, 5:00 p. m. to 10:00 p. m. (5 hours)

COMPLETE CAMPUS

Your cooperation during these periods will be greatly appreciated.

John S. Rendleman

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Vice President
for Business Affairs

August 19, 1965

SPECIAL BULLETIN TO FACULTY AND STAFF

Interruption of Electrical Service

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Arena

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Friday, Sept. 10, 5:00 p.m. to Saturday, Sept. 11, 11:00 p.m. (30 hours)

Applied Science Laboratory &
Laundry
Home Economics Building
President's Office

McAndrew Stadium
Woody Hall
Vice Presidents' Office

Friday, Sept. 10, 5:00 p.m. to 10:00 p.m. (5 hours)

COMPLETE CAMPUS

Your cooperation during these periods will be greatly appreciated.

John S. Rendleman

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Vice President
for Business Affairs

September 3, 1965

SPECIAL BULLETIN TO FACULTY AND STAFF

Interruption of Electrical Service

There have been two changes to the Special Bulletin to Faculty and Staff dated August 19, 1965, concerning interruption of electrical service:

The interruption for Wednesday, September 8, 12:00 midnight to Thursday, September 9, 2:00 a.m. (2 hours) will affect the entire campus, rather than only the Power Plant, Service Building No. 1, Service Building No. 2, University Center, Egyptian Barracks, Communications Building, and the Classroom Building, as originally stated.

The interruption for Friday, September 10, which affects the entire campus will be from 9:00 p.m. on Friday, September 10, to 2:00 a.m. on Saturday, September 11 (5 hours) rather than from 5:00 p.m. to 10:00 p.m. on Friday, September 10, as originally stated.

Your cooperation during these periods will be greatly appreciated.



John S. Rendleman

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Vice President
for Business Affairs

September 7, 1965

SPECIAL BULLETIN TO FACULTY AND STAFF

Interruption of Electrical Service

There will be interruptions of electrical power affecting the following buildings at the times designated:

Saturday, September 25, 4:00 a.m. to 4:00 p.m. (12 hours)

Applied Science Laboratory &
Laundry

McAndrew Stadium

Saturday, September 25, 4:00 a.m. to 5:00 a.m. (1 hour)

President's Office
Vice Presidents' Office
Woody Hall
Home Economics Building
Anthony Hall
Parkinson Laboratory
Brown Auditorium
Allyn Building
Shryock Auditorium

Altgeld Hall
Wheeler Hall
Womens' Gymnasium
Old Main
University School
Wham Education Building
Baptist Foundation
University Courts

During the afternoon of Saturday, September 25, between 2:00 p.m. and 4:00 p.m. there will be a 30 minute interruption to make final adjustments.

Your cooperation during these periods will be greatly appreciated.

John S. Rendleman
John S. Rendleman

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

September 9, 1965

S P E C I A L B U L L E T I N T O T H E F A C U L T Y A N D S T A F F

Student and Area Services: Student Special Services Division

1. Activation of the Student Special Services Division will be postponed until June 30, 1966. In the meantime, reorganization of units within this Division as indicated in succeeding paragraphs of this bulletin will take place on an experimental basis from the date of this bulletin until June 30, 1966, at which time appropriate evaluation will be made to determine future organizational structure. Resultant changes in personnel assignments are subject as required to consideration by the Board of Trustees.
2. The Student Work Program, and Financial Assistance and Scholarships, at Carbondale and at Edwardsville, are hereby combined into a new, University-wide "Office of Student Work and Financial Assistance." This Office will be under the joint supervision of the Vice President for Student and Area Services and of the Vice President for Business Affairs--responsible to the former for operations and to both Vice Presidents for policy.
 - a. Personnel and functions of the following units as of August 1, 1965, are hereby transferred to the Office of Student Work and Financial Assistance:
 - (1) At Carbondale: The Student Work Program and Financial Assistance and Scholarships, except Mr. Irving W. Adams, now is placed on full-time assignment to the Student Affairs Division.
 - (2) At Edwardsville: Mr. Philip L. Eckert and the position occupied by him in the Student Employment and Placement unit. Responsibility for student employment is now removed from that unit. Placement now becomes the Edwardsville section of the University Placement Service which is headed by Dr. Roye A. Bryant; and the responsibility for Financial Assistance and Scholarships as handled by Student Affairs is now under the Office of Student Work and Financial Assistance. No other personnel transfers are involved.
 - b. Mr. Frank C. Adams is designated Director of the Office of Student Work and Financial Assistance.

3. The Coordinators of Housing at Carbondale and at Edwardsville are hereby assigned to the Student Affairs Division for operational supervision--and, through this Division, these Coordinators will be responsible to the Vice President for Business Affairs for appropriate fiscal aspects of Housing, and to the Vice President for Student and Area Services for other appropriate operational aspects of Housing. Housing policy will be the joint responsibility of the aforementioned Vice Presidents.
 - a. At Carbondale, this assignment involves all positions, personnel and functions of the office of the Coordinator of Housing as of August 1, 1965.
 - b. At Edwardsville, this assignment involves all positions and functions of the office of the Coordinator of Housing as of July 1, 1965--but the following personnel changes are hereby made:
 - (1) Mr. Keith A. Moyer is reassigned from the position of Coordinator of Housing to the position of Coordinator of Student Affairs, vice Mr. Osborne B. Parker who resigned from the staff of Southern Illinois University effective August 21, 1965.
 - (2) Mr. William D. Burky is reassigned from Supervisor of Off-Campus Housing to Coordinator of Housing.

Delyte W. Morris
President

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

September 14, 1965

S P E C I A L B U L L E T I N T O T H E F A C U L T Y A N D S T A F F

Correction to the Special Bulletin of September 9, 1965

The Special Bulletin to the Faculty and Staff of September 9, 1965, described the combination of the campus work program offices and the campus financial assistance and scholarship offices into a University-wide Office of Student Work and Financial Assistance under the joint supervision of the Vice President for Student and Area Services and the Vice President for Business Affairs. That bulletin also indicated that the Coordinators of Housing at Carbondale and Edwardsville are assigned to the Student Affairs Division. A typographical error in the bulletin of September 9 gave rise to some confusion. That part of the bulletin should have read as follows:

"a. Personnel and functions of the following units as of August 1, 1965, are hereby transferred to the Office of Student Work and Financial Assistance:

(1) At Carbondale: The Student Work Program and Financial Assistance and Scholarships, except Mr. Irving W. Adams now is placed on full-time assignment to the Student Affairs Division."

Delyte W. Morris
President

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Vice President
for Business Affairs

September 22, 1965

SPECIAL BULLETIN TO THE FACULTY AND STAFF

Attached are the revised policies relating to the University Transportation Service. They were prepared and reviewed with the hope that they would reduce confusion and "red-tape".

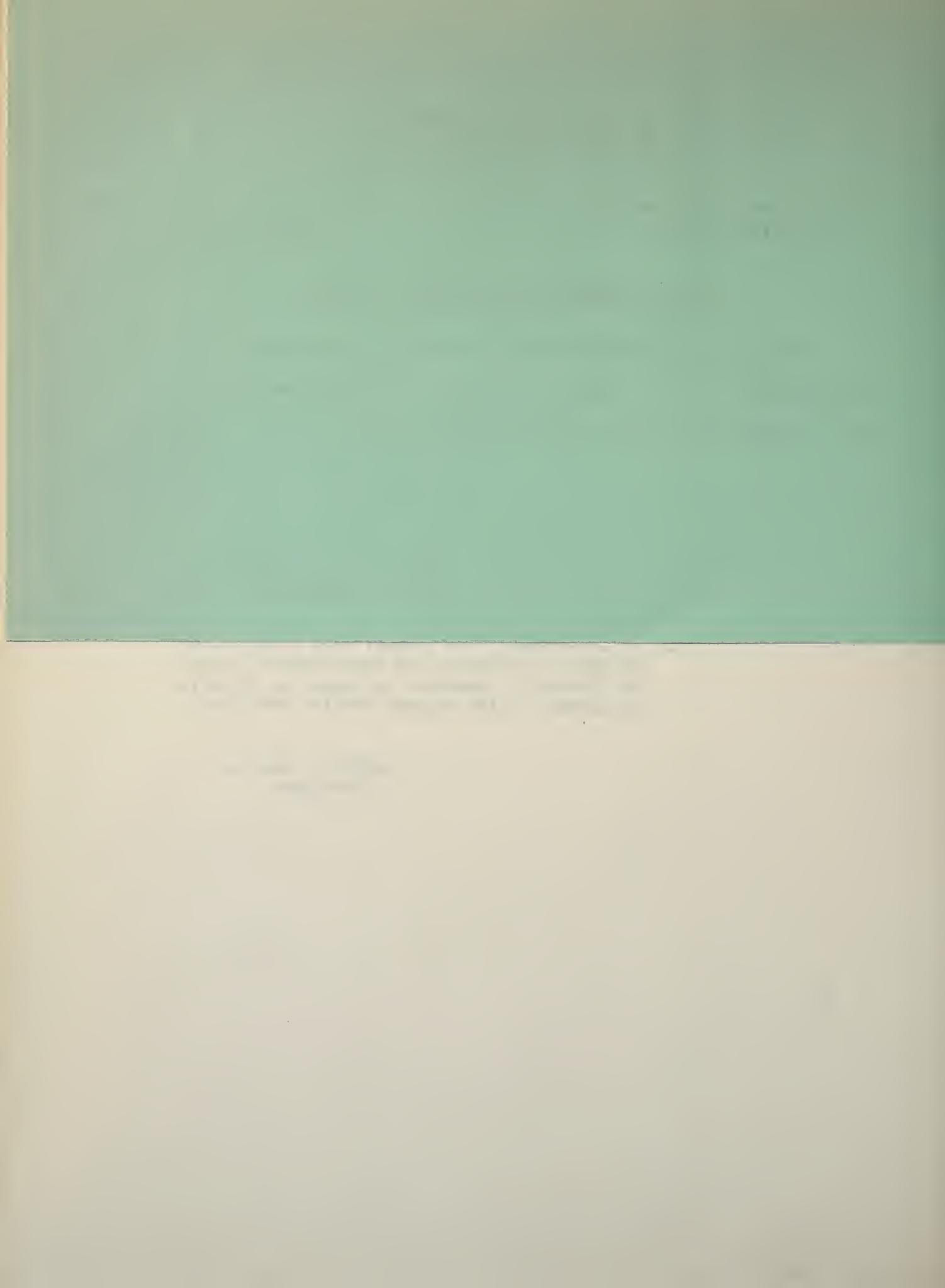


John S. Rendleman

1. Farm machinery does not fall under these regulations. All other University vehicles located on the Carbondale or Edwardsville campuses, except the one used by the President, will be the property of Transportation Service. These vehicles may be checked out on a trip basis, weekly, monthly, or on a semi-permanent basis depending upon requirements.
2. A department may check out a University vehicle from one of the pools by submitting a transportation request form as far in advance of the trip as possible. An assignment of an automobile can only be made upon the request by the head of a department or fiscal officer.
3. If a vehicle is to be used in excess of one week for other than a specific trip, approval must be secured from the appropriate Vice President.

C. Authorized Drivers.

1. Persons who have drivers licenses and are authorized by a department head or fiscal officer are permitted to drive a University vehicle.



SOUTHERN ILLINOIS UNIVERSITY

UNIVERSITY TRANSPORTATION SERVICE

A. Purpose.

1. Southern Illinois University owns a fleet of vehicles, and wishes to place these vehicles at the disposal of University personnel to conduct authorized official business. Since these vehicles must be maintained and serviced, a Transportation Service agency has been established on both major campuses.
2. Transportation Service will operate as a service enterprise and shall derive its income by mileage fees charged departments for the use of the equipment or a flat rate for a time period.
3. Transportation Service shall keep accurate cost accounting records and charges to departments will be based upon actual costs of operation, maintenance, insurance, and depreciation of the fleet.

B. Check-out System.

1. Farm machinery does not fall under these regulations. All other University vehicles located on the Carbondale or Edwardsville campuses, except the one used by the President, will be the property of Transportation Service. These vehicles may be checked out on a trip basis, weekly, monthly, or on a semi-permanent basis depending upon requirements.
2. A department may check out a University vehicle from one of the pools by submitting a transportation request form as far in advance of the trip as possible. An assignment of an automobile can only be made upon the request by the head of a department or fiscal officer.
3. If a vehicle is to be used in excess of one week for other than a specific trip, approval must be secured from the appropriate Vice President.

C. Authorized Drivers.

1. Persons who have drivers licenses and are authorized by a department head or fiscal officer are permitted to drive a University vehicle.

D. Check-out Time.

1. To obtain the use of a University vehicle, the IBM card should be filled out and signed by a fiscal officer. Vehicles are normally located at Transportation Service. Keys and trip records should be returned at the time the vehicle is returned.

E. Responsibilities of the Driver.

1. The driver shall be responsible for insuring that the vehicle is used only for official University business.
2. The driver is responsible for reporting accidents as required by law on the forms furnished by the Transportation Service or the investigating patrolman.
3. The driver should report faulty operation of the vehicle.
4. All vehicles in the Carbondale and Edwardsville areas should be returned to University property each night unless late arrival or early departure makes such a procedure unreasonable.
5. Credit cards are provided for each vehicle and permit purchases of gasoline, oil, lubrication, battery service, or other incidental charges away from the local campus. The use of the credit card is restricted to the purpose for which it is issued.
6. The driver should verify the charges on his ticket, retain the receipt and give it to the Transportation Service upon the completion of the trip. Cash purchases can be made when it is impossible to use credit cards. In such cases a receipt should be obtained from the vendor and returned to the Transportation Service to obtain reimbursement.

F. Repairs and Maintenance.

1. If a University vehicle fails to function properly while being driven outside the local campus area, the driver is authorized to have the repairs completed and receive a receipt for payment if the cost of repairs does not exceed \$50. If the amount of repairs is to exceed \$50, the driver shall contact Transportation Service and ask for advice.
2. If a University vehicle fails to function properly in the local campus area, the Transportation Service shall be contacted.

G. Accidents.

1. All accidents should be reported to Transportation Service. Representatives of the Transportation Service can give assistance in preparation and forwarding of proper accident forms.

H. Additional Information.

1. Members of the University community may obtain additional information concerning the use of University vehicles by contacting the Transportation Service at either the Carbondale or Edwardsville Campus of Southern Illinois University.

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Vice President
for Business Affairs

October 1, 1965

B U L L E T I N

Rules Covering Use of University Classrooms, Offices
and Laboratories for Office or Class Work after
the Regular Closing Hours

I. Regular closing hours

- A. All buildings will be locked after 4:00 p.m. Saturday and all day on Sundays and holidays.
- B. All buildings will be locked at 11:00 p.m. on weekdays.

II. Use of buildings on Sundays and holidays, after 4:00 p.m. on Saturdays, and after 11:00 p.m. on weekdays by undergraduate students

- A. Special arrangements for use of buildings during the above mentioned times may be made provided that a member of the faculty is present to supervise the student activities.
 - 1. The department chairman or appropriate scheduling officer may make the special arrangements referred to above by notifying the Security Officer in writing giving the following information:
 - a. Name of building
 - b. Room number or numbers
 - c. Time that the building will be opened and closed
 - d. Names of those who will be present
 - e. Person in charge
 - B. Students will not be permitted to remain in University buildings without supervision later than 11:00 p.m. except when an experiment requiring continuous supervision is in progress. If a building is to be used after 11:00 p.m. for experimental work requiring continuous supervision, a statement to that effect must be included in the request for use of the building.

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Vice President
for Business Affairs

October 1, 1965

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SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Vice President
for Business Affairs

October 1, 1965

SPECIAL BULLETIN TO THE FACULTY AND STAFF

Legislation was enacted by the 73rd General Assembly to enable the Illinois Civil Defense Agency to test Public Warning Systems for Civil Defense at a common time. The common time provided by this legislation was the first Tuesday of each month. The testing time is 10:30 a.m.

Since there is danger of severe weather at all seasons of the year, we urge each faculty member to take a few minutes at this time on Tuesday, October 5, 1965, to explain the warning signal to his students.

The test each first Tuesday of the month will include:

1. A one-minute steady blast for the Civil Defense Alert Signal.
2. A one-minute period of silence.
3. A two or three-minute series of short or intermittent blasts for the TAKE COVER signal. In the event of severe weather or a possible tornado, we are permitted only to use the TAKE COVER signal.

The purpose of the state-wide uniform sounding of warning devices is to familiarize the general public with the different signals.

John S. Rendleman

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Vice President
for Business Affairs

October 1, 1965

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John S. Rendleman

SOUTHERN ILLINOIS UNIVERSITY

Office of the Secretary
of the University Faculty

October 6, 1965

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

NOMINATIONS FOR MEMBERS OF THE NEW FACULTY COUNCIL

Enclosed are two items: (1) a sheet corresponding to your electorate unit containing a list of all the persons in that unit and (2) a nomination ballot form. Everyone listed on the first sheet is eligible for nomination for inclusion on the ballot for electing representatives from your electorate unit. The second sheet (Nomination Ballot Form) lists the names of all the electorate units and the number of nominations that can be made for each unit. Do not nominate more people than indicated for your unit on the nomination ballot form.

PLEASE COMPLETE THE NOMINATION BALLOT FORM AND RETURN IT TO THE OFFICE OF THE SECRETARY OF THE UNIVERSITY FACULTY SEALED IN THE ATTACHED ENVELOPE. YOUR BALLOT MUST REACH THE SECRETARY'S OFFICE NOT LATER THAN OCTOBER 14, 1965.

Roland Keene
Secretary of the University Faculty

MISS DOROTHY E HEICKE
GENERAL LIBRARY
CARBONDALE

SOUTHERN ILLINOIS UNIVERSITY

Office of the Secretary
of the University Faculty

October 18, 1965

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

ELECTION BALLOT FOR FACULTY COUNCIL MEMBERS

The persons nominated for the election of members to the new Faculty Council are:

Carbondale Campus

College of Education

Elmer J. Clark
Dorothy Davies
R. J. Fligor
Thomas E. Jordan

Robert J. Kibler
Arthur E. Lean
Clarence W. Stephens

College of Liberal Arts and Sciences,
University Library, University Press,
Journals and Monographs, Museum,
State and National Public Services,
AFROTC, and Crime Center

James G. Benziger
Boyd G. Carter
Robert D. Faner
Harvey I. Fisher
Lewis E. Hahn
Stanley E. Harris
William H. Harris
Harold Kaplan
David T. Kenney
Willard D. Klimstra

Ping-Chia Kuo
Carl Langenhop
Alfred Lit
George McClure
Willis Moore
Maurice Ogur
John Olmsted
E. Earle Stibitz
Russell Trimble
Howard Webb

School of Agriculture

Irvin G. Hillyer

Howard H. Olson

SOUTHERN ILLINOIS UNIVERSITY

SPECIAL BULLETIN

Fifth Annual Career Day - 19 October 1965

Southern Illinois University is sponsoring the Fifth Annual Career Day on Tuesday, October 19, 1965. Student members of the professional business fraternity, Alpha Kappa Psi, will assist the personnel of the Placement Services in the planning and hosting of this event.

This activity will involve representatives from approximately 30 industrial, governmental, and educational organizations who will be prepared to discuss employment opportunities available to graduating students from Southern Illinois University. Display booths in the Ballroom of the University Center at the Carbondale Campus will be open from 9:00 a.m. to 5:00 p.m.

Students, faculty, and staff are cordially invited to avail themselves of this excellent opportunity to become acquainted with these representatives who are responsible for the hiring of college graduates.

Ralph W. Ruffner
Vice President for
Student and Area Services

October 12, 1965

SOUTHERN ILLINOIS UNIVERSITY

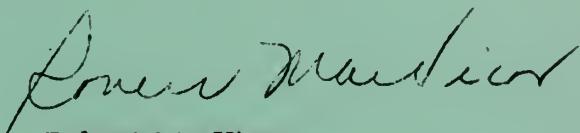
Carbondale, Illinois

Office of the Vice President
for Academic Affairs

October 25, 1965

BULLETIN TO THE UNIVERSITY FACULTY

As previously announced in the Southern Illinois University
Bulletin, Schedule of Classes - Fall-Spring, 1965-66, classes which
meet only on Saturday mornings will meet on Saturday, October 30
(Homecoming); other Saturday classes will be dismissed.



Robert MacVicar
Vice President for
Academic Affairs

MISS DOROTHY E HEICKE
UNIVERSITY LIBRARY
CARBONDALE

SOUTHERN ILLINOIS UNIVERSITY

Office of the Secretary
of the University Faculty

November 23, 1965

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y
C A R B O N D A L E C A M P U S

Transportation to the Faculty Meeting

Because it is necessary to make plans for the luncheon and to arrange for transportation for the Faculty Meeting which has been scheduled at Edwardsville on December 4, 1965, you are requested to make a check in the appropriate place on the tab below, detach the tab, and return it to the Secretary of the University Faculty. If you will kindly do this by November 30, 1965, it will be appreciated.

Roland Keene
Secretary of the
University Faculty

- - - - - (Please check, detach, and mail by November 30, 1965) - - - - -

TO: Roland Keene
Secretary of the University Faculty
Campus

Please reserve a seat on the bus for me to the Faculty Meeting at Edwardsville on December 4, 1965.

I shall furnish my own transportation.

I do not plan to attend. No luncheon arrangement will be necessary for me.

SOUTHERN ILLINOIS UNIVERSITY

Office of the Secretary
of the University Faculty

November 27, 1965

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

FACULTY MEETING, DECEMBER 4, 1965

Time and Place

Lovejoy Library, Edwardsville Campus
12:00 noon - Lunch (Basement Floor)
1:30 p.m. - Meeting (Third Floor)

Agenda

1. Call to order by the Chairman (1:30 p.m.).
2. Report from the Faculty Council indicating its organization.
3. A report from the Vice President for Academic Affairs on the proposal to change the name of the General Studies Program to "University College" and to assign the title "Dean" to the executive officer. (This is a progress report and no voting will be required. Ratification will be by mail ballot.)
4. Report from the Chairman of the General Studies Committee on the Committee's proposal to reduce the General Studies requirements for graduation. (This, too, is a progress report. Final voting will be by mail ballot.)
5. Short talk by the President of the University on the present state of the University.

Transportation for Carbondale Members

Bus transportation is available to the Edwardsville Campus for the Carbondale members of the University Faculty. The buses will leave (December 4, 1965) at 9:30 a.m. from the University Center.

Roland Keene
Secretary of the
University Faculty

SOUTHERN ILLINOIS UNIVERSITY

Office of the Secretary
of the University Faculty

November 27, 1965

S P E C I A L B U L L E T I N T O T H E U N I V E R S I T Y F A C U L T Y

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Roland Keene
Secretary of the
University Faculty

SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

Office of the Vice President
for Academic Affairs

December 3, 1965

SPECIAL BULLETIN TO FACULTY

On Thursday, December 9, Southern Illinois University will begin the celebration of the Season of Holidays with President and Mrs. Morris' Holiday Coffee Hour at 8:30 a.m. in the University Arena.

At 10:00 a.m., the traditional Season of Holidays Convocation will be held. Faculty and students are invited to participate in these events at the Arena. The University Orchestra and University Symphony, under the direction of Mr. Herbert Levinson, and the University Choir, Chamber Choir, and the University Male Clee Club, under the leadership of Mr. Robert Kingsbury, will perform.

Students who normally attend Freshman Convocation at the 1 o'clock hour are being asked to attend the single performance to be held at 10 o'clock. Over 200 student members of the various musical organizations are being asked to attend. Although the morning class schedule will be maintained, it is hoped that faculty members involved in the 10 o'clock class period on Thursday will be cognizant of this event in their planning for the week. Faculty members may want to announce that students should plan to attend this Convocation in lieu of regular class appearance.

The University is appreciative of the various departments working together to make this traditional University Convocation a success. Announcements about other activities relating to the Season of Holidays have already been distributed.

Robert MacVicar
Vice President for
Academic Affairs

SOUTHERN ILLINOIS UNIVERSITY

Office of the President

December 15, 1965

S P E C I A L B U L L E T I N T O T H E F A C U L T Y

ANNUAL PERSONAL REPORT

The annual report forms for all staff members holding academic rank are being placed in the mailboxes this week. They should be filled in as described on the forms and three copies should be returned to the President's Office before February 1, 1966. These forms cover the activities of the calendar year 1965 only, and copies will be distributed through the appropriate vice presidents.

Wherever possible, a reprint or copy of each publication should accompany these forms for eventual deposit in the University archives.

All members of the faculty-administrative staff with the rank of instructor or above should fill out these forms because of their use in evaluation, in completing University records, and in providing reports of faculty strength to various outside agencies. Members of the staff not included in the above definition may request forms from the President's Office and fill them out at their own option.

Delyte W. Morris
President

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Office of the Vice President
for Business Affairs

December 17, 1965

SPECIAL BULLETIN TO FACULTY AND STAFF
Interruptions of Electrical Service

Beginning on December 20, 1965, there will be electrical power interruptions in the buildings listed below. The following schedule will be maintained as nearly as possible:

December 20, 7:00 a.m. through December 21, 1:00 a.m. (18 hours)

Old Main	Shryock Auditorium
Parkinson Laboratory	Brown Auditorium
Allyn Building	Altgeld Hall
Wheeler Hall	Old Gymnasium

December 20, 12:00 a.m. through December 21, 1:00 a.m. (1 hour)

Parkinson Laboratory	Wham Education Building
Anthony Hall	Home Economics Building
Altgeld Hall	University School
Shryock Auditorium	Baptist Foundation
Allyn Building	Woody Hall
Old Main	University Courts
Wheeler Hall	President's Office
Women's Gymnasium	Vice Presidents' Office

December 20, 12:00 a.m. through December 23, 1:00 a.m. (49 hours)

McAndrew Stadium	Laundry and Applied Science Area
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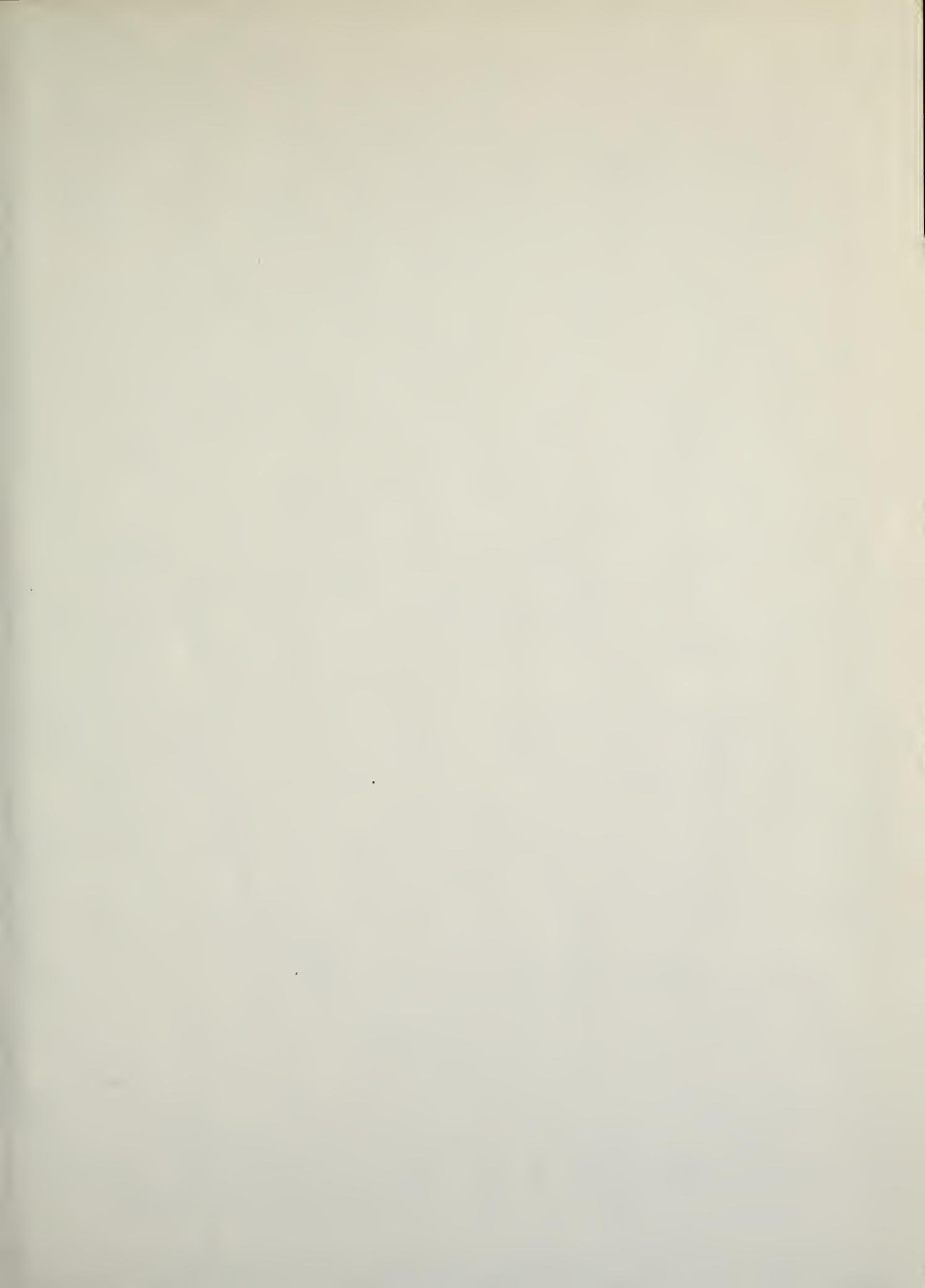
December 22, 12:00 a.m. through December 23, 1:00 a.m. (1 hour)

Parkinson Laboratory	Wham Education Building
Anthony Hall	Home Economics Building
Altgeld Hall	University School
Shryock Auditorium	Baptist Foundation
Allyn Building	Woody Hall
Old Main	University Courts
Wheeler Hall	President's Office
Women's Gymnasium	Vice Presidents' Office
Laundry and Applied Science Area	

Your cooperation during these periods will be greatly appreciated.

John S. Rendleman









APR. 69



N MANCHESTER,
INDIANA

